

National Roads Authority
Minutes of the Fifty-Ninth Meeting of the Board of Directors
held at the NRA Offices, 370 North Sound Road, George Town,
Grand Cayman, Tuesday, December 11, 2007 at 2:00p.m.

Present:	Errol L. Bush	Chairman
	Troy Whittaker	Deputy Chairman
	Justin Wood	
	Peter Milburn	
	Dean Walton	
	Steve McField	
	Troy Jacob	Nominee for Chief Officer (Min. CW&I)
	Carson Ebanks	Chief Officer (Min. CW&I)
	Brian Tomlinson	Managing Director
	Edward Howard	Deputy MD
	Paul Parchment	Assist. Director
	Lois A. Hall-Vaughan	Executive Secretary
Apologies:	Gerard Pereira	(illness)
Absent:	Gary Rankin	

1. Call to Order

The meeting was called to order at 2:15pm. The Chairman introduced and welcomed the new Managing Director, Mr. Brian L. Tomlinson to the meeting.

2. Confirmation of Minutes

The Minutes of Meeting held November 27, 2007 were confirmed on a motion moved by (Peter Milburn) and seconded by (Dean Walton) with minor amendments.

3. Matters Arising

Administration

1. Warehouse Rental – Sign Shop & Materials Testing Lab

Equipment for the material testing lab has been ordered. The Chairman has suggested for Mr. P. Parchment to forward to the Directors the list of the proposed equipment via email so that approval and comments can be given.

2. NRA Staff Accommodation

With the Board's approval the Chairman would like Management to go ahead and acquire upstairs the CAC building on a 2 year lease agreement. The Board granted its approval. It was suggested that the Managing Director speak with the Minister and the Chief Officer in the Ministry suggested that a letter (to be done by the MD) be sent to the Hon. Minister indicating the NRA's urgent need for staff accommodation and the Board's approval to do so.

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. This is being processed.

4. Recruitment
Advertisements for the posts of HR Manager, Fleet Maintenance Manager, Senior Engineer, Senior Road Superintendent, Assistant Project Manager, Project Accountant and Transportation Engineer/Planner have been placed in the two local newspapers. It was suggested that these posts be advertised overseas as well.

It was noted that Mr. Michael Barnett will be re-appointed to the post of Assistant Director of Finance at the suggestion of the Chairman.

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. The Chairman has suggested that the recruiting of the PR Officer be considered a priority for the New Year as the public needs to be kept informed and it will improve the image of the NRA.

Engineering & Operations

1. East West Arterial
Feedback from the public on the soft opening of the section between Hirst Road and Shamrock Road has been good, especially when driving on it by day. A few of the 'cat eye' reflectors are loose and reflectors are to be placed on the guardrails soon. There has been a request for guardrails by Mr. Mario Rankin and the Chairman has requested Management to review this request and provide recommendation.

It was noted that the contract for construction of curb walls has been awarded.

2. 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.

3. Mangrove Pointe Development (Agnes Way)

A left on left off access only for this development was done and the design shown at the meeting, however an amendment is to be done showing a suggested island.

4. Inventory of NRA junk fleet

It was suggested that a list of the vehicles be done and published so that the public will have time to view them and make bids for auction.

4. **New Business**

The new Managing Director Mr. Brian Tomlinson presented a slide presentation on 'Pavement Management Systems' to members of the Board. It was noted that by Law the NRA is required to have an Asset Register. It was also noted that with the implementation of a pavement management system the NRA will be able to review every road on the island and grade it from poor to good condition. This will also enable the NRA to properly budget and plan road management.

5. **Next Meeting**

The next meeting is scheduled for Tuesday, January 15, 2008.

6. **Adjournment**

The meeting was adjourned at 4:45pm.

Signature
Board Chairman
Confirmation of Minutes – 11.12.07
Date: 15.01.08

Signature
Executive Secretary
Seconded: Confirmation of Minutes
Date: 15.01.08