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**National Roads Authority  
Minutes of the Two Hundred & Twelfth Meeting  
of the Board of Directors  
held in  
NRA Conference Room,  
370 North Sound Road, George Town, Grand Cayman  
Wednesday 25<sup>th</sup> January, 2017 at 9:30 a.m.**

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**In attendance were:**

Donovan Ebanks	Chairman
Gary Clarke	Deputy Chairman
David Arch	Director
Stanley Panton	Director
Dane Walton	Director
Kenross Connolly	Director
Paul Bodden Jr (Andy)	Director
Paul Parchment	Managing Director – NRA
Edward Howard	Deputy Managing Director – NRA
Lois A. Hall	Executive Secretary

**Invitees:**

Mark Scotland	Special Projects Manager – NRA
Olson Bush	Chief Financial Officer – NRA
Jon Hall	Chief Valuation Officer – Lands & Survey Dept.
Ruth Massarella	Senior Valuation Officer – Lands & Survey Dept.

**Absent:**

Tristan Hydes	Director Designate of Chief Officer, Ministry PLAH&I
Charles Brown	Observer - Ministry PLAH&I

**1. Call to Order**

The Chairman called the meeting to order at 9:47am

**2. Minutes of Previous Meetings**

- a. 30<sup>th</sup> November 2016 (with amendments) – confirmed - for signature
- b. 14<sup>th</sup> December 2016 (with amendments) – confirmed – for signature
- c. 11<sup>th</sup> January 2017 – confirmed

### **3. Administration**

#### **3.i. NRA Employee Post-retirement Healthcare & Pensions Benefits**

##### ***Minutes of 14<sup>th</sup> December 2016***

The Chairman informed members of a tele-conference held with MERCER last Wednesday. He noted that the report (by MERCER) quantifies the liability. Basically the value of the liability fluctuates as per the Bond market. MERCER is to go ahead in preparing the funding analysis for 2015/16 which is anticipated to be completed by Christmas for presentation to the January 2017 Board Meeting.

##### ***Minutes of 11<sup>th</sup> January 2017***

The Chairman advised that he is expecting to have MERCER's Report by the next scheduled meeting.

The Chairman informed that he had received the MERCER Report via the Pension Board yesterday. This will be reviewed and he will be communicating with MERCER re the report.

#### **3.ii. Capital Budget – Compensation & Construction Funding**

##### ***Minutes of 14<sup>th</sup> December 2016***

The MD advised that there were no changes on the master sheet. He requested Mr. Hall (L&S) to do a spread sheet indicating what claims have been settled and the amount and approximate cost to be settled.

##### ***Minutes of 11<sup>th</sup> January 2017***

The Chair suggested that the MD ascertain the compensation costs as projected by L&SD for BP 588 – Airport Connector Road gazetted on 07 December 2016 and add that item to the spreadsheet doc *Projected Funding Requirements for Compensation Claims for 2016-2017 and 2018-2019 Budget Cycles*, 29 Nov 2016.

No update provided.

#### **3iii. Financial Report – July – December 2016**

##### ***Minutes of 11<sup>th</sup> January 2017***

This was deferred to the next scheduled meeting.

The CFO was invited to review and discuss the Monthly Report – December 31, 2016. It was noted that the NRA is currently spending out of its cash reserve for projects that the Ministry should be paying for with the cash position having deteriorated from \$4.6M in Aug 2016 to \$2.2M in Dec 2016.

The Chairman requested the CFO to indicate a column showing a delinquent account receivable. Also an end of year cash balance showing cash received, project done, how much was paid by the Ministry, how much is owed and the balance in the reserve.

He also presented a spreadsheet indicating NRA's actual cash position. It was noted if bills owing to the NRA were paid the NRA would be in a good position. The MD was optimistic that the situation would be resolved shortly and the Board opted not to involve itself.

**3iv. MD Performance Agreement, 01 Aug 2016/31 Jul 2017**

***Minutes of 11<sup>th</sup> January 2017***

This was deferred to the next scheduled meeting.

The Chairman shared with the Board suggested changes to be reflected in the 2017/2017 Performance Agreement based on the recent appraisal and input from the MD. The discussed proposed changes were noted and will be forwarded to members.

**3v. Fleet upgrade – update**

The MD informed the Board that the proposals were currently with the CTC for its consideration. He will inform the Board of items approved.

**4. Planning**

**4i. Linford Pierson Hwy widening – legal and compensation settlements**

***Minutes of 14<sup>th</sup> December 2016***

The SPM advised that the Gazette for the roundabout has been approved.

Mr Jon Hall attended. The Board conveyed its approval of the acceptance of the late submission of intention to claim from the owner(s) of Block 20E Parcels 153, 172, 339 and 340.

The Chair advised that Ms Dawn Lewis, Crown Counsel, has submitted to the Listing Officer at the Court dates that both parties are available for January to March 2017. It is hoped that the Court will offer a date in January/February 2017.

***Minutes of 11<sup>th</sup> January 2017***

The Chairman is hoping a court date will be set by the next meeting January 25<sup>th</sup>, and if not then the Board may have to revisit its current strategy. This had been conveyed to Ms Dawn Lewis, Crown Counsel.

In regards to the closure of the end of Melody Lane, it was suggested that if Legal Dept. opts to indicate that the adjacent land owner (Block 20E, Parcel 90) is entitled to submit a claim then due process would occur. However, if the legal opinion is that the owner is not entitled, the Chairman suggested that the Board should still consider inviting the owner to submit a claim without prejudice as he felt that it was obvious that the owner would need to make some modifications in order to continue to enjoy her property as she had been doing...

The Board approved payment as per the recommendation of L&SD to the owner(s) of Block 20E Parcel 130REM4 as a result of a claim arising from BP



592. The Board also approved the NRA to replace the barb wire fence along the property and assess whether there is any need for drainage facilities to mitigate flooding of the property.

The Chairman informed a court date of March 30<sup>th</sup> 2017 has been received. Crown Counsel Ms. Dawn Lewis will try to hold the Albergas' to this date.

The SPM presented a spreadsheet indicating a list of compensation claims that have been agreed and settled for Phase 1 up to December 2016.

Mr. Jon Hall advised that he is still awaiting legal opinion re Blk 20E Par 90.

In regards to Blk 20D Par 432 the Board authorized L& S Dept. to negotiate the price to acquire the entire remainder of the parcel.

**4ii. Esterley Tibbetts Hwy widening – compensation matters**

***Minutes of 14<sup>th</sup> December 2016***

Mr Jon Hall attended and presented his memo of 09 December 2016 recommending settlement of the claim by the owner of Block 14C, Par 49. The Board approved payment of CI\$854,366.44 as follows:

CI\$821,062.00 for the land, buildings and out of pocket disbursements  
CI\$31,208 representing up to a maximum 6 months rental cover whilst another property is procured.  
CI\$2,066.44 re professional fees

***Minutes of 11<sup>th</sup> January 2017***

Claims for most of the land by the Butterfield roundabout have now been settled but there are still a few parcels to the north which are proving challenging. The Chairman suggested that the land owners need to be reminded that the government has acquired their property and advised when work on the land acquired will take place.

The SPM updated that compensation claims for Blk 14C Par 43, Blk 14C Par 318 & Blk 14C Par 49 have been agreed and settled. In regards to Blk 13D Par 413 the Board authorized L&S Dept. to negotiate settling the owner's compensation claim as soon as possible.

**4iii. Traffic simulation/forecasting model - update**

***Minutes of 30<sup>th</sup> November 2016***

As the DMD was not present, no update was given.

***Minutes of 14<sup>th</sup> December 2016***

As the DMD was not present, no update was given.

***Minutes of 11<sup>th</sup> January 2017***

The DMD advised that 12 January 2017 is the deadline for submission of proposals. These will then be reviewed by the 18 January 2017. Personnel from Burns are expected on island next week to assist with the review and recommendations.

The Burns team arrived last week. Seven (7) bids were submitted; two firms (2) dropped out. The seven bids are currently being reviewed to take it down to three (3). Interviews of these three will be done and a report sent to CTC. This is expected to be completed by xx March 2017.

The Chairman requested the DMD to provide a programme re the annual updating of key traffic count data as soon as possible as the anniversary of the 2016 counts was imminent. A tentative schedule for maintenance of the data in future years is also needed.

**4vi. NRA – Design Projects 2016-2020 – prioritisation**

***Minutes of 11<sup>th</sup> January 2017***

The MD is to revise the Design Project spreadsheet 2016/2020.

This was deferred to the next scheduled meeting.

**5. Operations**

**5i. Capital Projects and District Roads – July 2016 – December 2017**

***Minutes of 14<sup>th</sup> December 2016***

No update provided.

***Minutes of 11<sup>th</sup> January 2017***

No update.

No update provided.

**5ii. Linford Pierson Hwy widening – design, gazetting & construction**

***Minutes of 14<sup>th</sup> December 2016***

The SPM advised that:

- sections of the curbing had to be redone;
- culverts are being installed;
- culverts and curbing should be completed in January 2017;
- the planning application for one house has been approved;
- the wall at the church is now completed;
- the Water Authority's installation of water mains complete;
- de-mucking of the roundabout is expected to begin in January 2017; and accommodation works at the Church are almost complete with parking lot striping and small strip of paving along concrete wall remaining.

With regards to the pole relocation, CUC still has not produced a plan and schedule for relocating the poles. The Chairman requested the SPM to do a summary of what has been done and send to CUC saying the Board requested it to be done and ask if the NRA can get the cost and plan of relocating the poles and when this is to be completed (copying the Chairman and MD).

***Minutes of 11<sup>th</sup> January 2017***

In regards to the property adjoining the Church, it was recommended that L&SD go back to the owner with an offer to purchase the entire parcel.

The roundabout by east of Halifax Rd is now gazetted and construction expected to begin shortly.

There are still issues with pole relocation as no firm date for this to be done has been given by CUC. A pole relocation plan needs to be done.

Planning approval for two (2) houses has been received and the tenders for construction of these are out. The construction of the big house will begin once the Estar report is considered by the CTC.

Lands & Survey Dept. is seeking legal opinion on the impact on Block 20E, Parcel 90 of the closure of the end of Melody Lane.

Work from Silver Oaks to Halifax is progressing well.

It was suggested that signs indicating "Construction Area – No Access - Access will be at your own risk", be erected on the work site. Pedestrians, cyclists and joggers have been seen in the area.

Work is progressing well on this project. A set of design drawings for this project were done and will be used going forward.

Construction of the guard-rail by the Church is to begin shortly.

Section by the round-a-bout is being filled

Still hoping to shortly begin paving the two lanes – Church to Halifax – then open the section to traffic.

**5iii. Esterley Tibbetts Hwy widening – design & construction oversight**

***Minutes of 14<sup>th</sup> December 2016***

The switch over of traffic is expected to be done early January 2017 and the NRA is currently doing the signage for this.

DECCO and Island Paving are currently doing checks/tests on levels as it appears it has deviated at least 1" off the design. A flood test is also to be done.

Pumps are to be installed on the pedestrian underpass which floods when it rains.

***Minutes of 11<sup>th</sup> January 2017***

The switch over of traffic is now planned for early February 2017.



The MD and the SPM are to meet with DECCO to educate the public via a video on the use of the three (3) lane roundabout. This plan is to be presented to the Board.

It was noted that although a flood test was done, areas are still ponding.

The traffic changeover is expected to be done this Sunday, January 29<sup>th</sup>. Signs have been made and street lights up and functioning.

#### **5iv. Crewe Road/Tropical Gardens upgrade**

##### ***Minutes of 14<sup>th</sup> December 2016***

The MD is to follow up on the re-design of this project. The proposed alignment is to go to Jose Gas station with the least impact on the houses. The cost estimate of CI\$400K is high but includes sidewalks. Sidewalks north side – Palm Dale to Tropical Gardens, curbs on the south side. If this project is to be done in 2017 calendar year adjustments will have to be done.

The Gazette for Tropical Gardens was sent in March and C. Brown is to follow up.

The MD is to do a plan indicating land take, sidewalk on the north side down to Palm Dale and how long the vertical design will take to do and costing.

The MD is to also do a vertical design of the curve section of road by Dominos/Church of God Savannah.

The Chairman noted that the Crewe Rd. upgrade and the one in Savannah (Dominos/Church of God) are small projects that the NRA can do. The Board agreed. The MD is to do the designs, costing and length of time to do them.

##### ***Minutes of 11<sup>th</sup> January 2017***

The MD advised that this project has not yet been gazetted, expected to be done in two (2) weeks. He also advised that the final detailed design for this project is being done.

In regards to the Savannah (Dominos/Church of God) proposed project, the Chairman informed the Board that he had spoken to Mrs Maxine Roberts, one of the current co-owners, and she had indicated that the family was willing to sell the small property across from the church to the CIG. No price had been discussed but an undertaking had been given to let her know in the New Year how soon the CIG would see itself wanting to complete the acquisition. The Chair asked the MD to have L&SD prepare a valuation of the property.

The MD is to provide a cost estimate for the Crewe Rd/Tropical Gardens upgrade. This proposed project is going back to Cabinet in February 2017.

L&S Dept. prepared a proposed valuation of the house/property in Savannah (Dominos/Church of God junction) which appeared to be high. The Chairman suggested the Valuation Officer go and see the house/property then do a re-evaluation.

A topical design is being done for the Savannah/Hurst Rd. intersection.

**6. Other Business**

**6i. CIAA/NRA Traffic Study – ORIIA Terminal Site & Adjacent Roads**

***Minutes of 14<sup>th</sup> December 2016***

The MD met with Burns and requested they provide a signal option for fuel trucks at the junction re the Airport connector project.

***Minutes 11<sup>th</sup> January 2017***

No update.

A revised map indicating the proposed road project is to be done.

**6ii. Legal action – Bodden Holdings Ltd.**

***Minutes of 14<sup>th</sup> December 2016***

No update given.

***Minutes of 11<sup>th</sup> January 2017***

No update.

The MD presented the two options that were shown to Bodden Holdings. It was noted that Bodden Holdings have a signed document granting 'left on, left off' access on to the ETHwy. L&S dept. is to revise their evaluation figures to include the Board's suggestion which do not allow access back onto the ET Hwy.

**6iii. NRA Compound Plans**

***Minutes of 30<sup>th</sup> November 2016***

No update given

***Minutes of 14<sup>th</sup> December 2016***

No update given.

***Minutes of 11<sup>th</sup> January 2017***

No update.

No update.



**6iv. Signage – Primary arterials**

***Minutes of 29<sup>th</sup> September 2016***

When designing signs, the Chairman encouraged the MD to keep in mind who the signs best serve. Using this approach there should be certain considerations:

- (a) The size of the sign – on particular roads i.e. signs based on a 40mph approach should be larger than those on a 30 mph approach.
- (b) Signs indicating primary destinations – the font should be bigger

The MD indicated he would look into adjusting the 16 signs that were recently erected. Prior to procuring other signs, a presentation would be made to Board Members for review and comments.

***Minutes of 12<sup>th</sup> October 2016***

The MD displayed a proposed sign and noted that the standard font was 4" which will now be 6". The Chairman informed that the essence of signage is visual recognition. Back to the drawing-board for re-design.

***Minutes of 26<sup>th</sup> October 2016***

No update provided.

***Minutes of 09<sup>th</sup> November 2016***

No update given.

***Minutes 30<sup>th</sup> November 2016***

No update given.

***Minutes of 14<sup>th</sup> December 2016***

No update provided.

***Minutes of 11<sup>th</sup> January 2017***

No update.

No update.

**6v. Claim for Compensation – Blk 14D, parcel 51**

The Chief Valuation Officer, L&SD, presented his recommendation of 20 January 2017 for settlement of the claim from the proprietor of Blk 14D, parcel 51 (Smith Rd project) in the amounts of \$36,428 in compensation and \$4,050 in fees.

The Board approved the recommendations.

**6a. Annual Report**

***Minutes of 26<sup>th</sup> October 2016***

The MD displayed the Draft Annual Report and explained it still had a few minor details to be reviewed. The Chairman asked the MD to circulate the document once completed for Board Members to review prior to the next Board Meeting.

***Minutes of 09<sup>th</sup> November 2016***

No update given.

***Minutes 30<sup>th</sup> November 2016***

The Chairman requested Members to review for the next meeting.

***Minutes of 14<sup>th</sup> December 2016***

The Chairman again requested Members to review for the next meeting.

***Minutes of 11<sup>th</sup> January 2017***

No update.

No update.

**6b. BP 138 - Farm Road – Request for water**

Members were informed that a Minister is requesting installation of city water on this road however Water Authority will only follow the BP. It was noted that the BP and the gazetted road is on separate lines and it will be costly to have a survey of the entire road done. The Chairman suggested it be done in phases with the first phase from John McLean Dr to Winters Land Rd. approximately one (1) mile. The MD is to follow up re the survey cost for the next meeting.

***Minutes of 11<sup>th</sup> January 2017***

No update provided.

No update.

**6c. Red Bay round-a-bout/South Sound**

Director Panton queried the possibility of a third lane off the Red Bay round-a-bout going to South Sound. This is to be looked into.

***Minutes 30<sup>th</sup> November 2016***

Director Panton reminded members of his request for a third lane off the Red bay round-a-bout to South Sound.

***Minutes 14<sup>th</sup> December 2016***

No update provided

***Minutes of 11<sup>th</sup> January 2017***

Director Panton suggested that the NRA explore the land acquisitions that would be necessary to have three (3) lanes of traffic from Silver Oaks to Grand Harbour to Red Bay and recommend what steps should be taken to secure the opportunity and to make this a reality.

No update.

**6d. Clearing of vegetation – Lantern Point/East/West Arterial**

Director A. Bodden noted that motorists coming from the East/West arterial is having difficulty seeing traffic coming from Spotts at this roundabout and is requesting that the vegetation on arterial side be cleared. This is to be done.

***Minutes of 11<sup>th</sup> January 2017***

The MD apologised for not having attended to the necessary clearing and undertook to have it done.

No update.

**6f. Senior Engineer (SE)**

***Minutes of 11<sup>th</sup> January 2017***

Director Connolly queried now that there is a Special Projects Manager (SPM) what is the individual in this post doing. The MD advised that the SE is now doing more in the design engineering area and not doing so much into blasting as before. P. Berry is working more in the blasting area and works along with the SPM.

**6g. Miscellaneous matters:**

***Minutes of 11<sup>th</sup> January 2017***

- It was noted that on a section of Shedden Road (North Sound Rd to Buttonwood Plaza) the Water Authority (WA) is currently replacing their water lines. The NRA is to follow up to ensure that WA resurfaces the road properly.
- At the junction of Hirst Rd and the E/W Arterial a "Keep Left" sign needs to be erected as it was noted that some motorists especially tourists entering the E-W arterial from Hirst Rd south-bound are turning on the right side.
- Water from the sprinklers is being pooled at the CNB roundabout. The drain by the entrance of the Cayman Centre needs to be checked as water is also collecting there as well.
- The section by AL Thompson compound, Portland Rd needs to be improved as motorists are making all kinds of illegal turns there.



- The exit from South Sound section of the Grand Harbour roundabout has cracked up. The MD informed that this is being looked at.


#### **Board Members**

- Director D. Walton – Road markings needed on the section off the Chrissie Tomlinson round-a-bout going east to Spotts by the Crighton property.
- Dep. Chairman G. Clarke – Have there been any reports of accidents occurring since the recent upgrade of the Red Bay round-a-bout?
- Director P. Bodden – Re service truck – if located in an auction how can the NRA acquire it? The MD responded that the NRA do not do auction but would use the Credit Card made available to the MD to make a purchase.
- Director S. Pantan – The example of road markings and signage done at the Butterfield round-a-bout could be done at round-a-bouts island-wide.
- Director D. Arch – Can a proposed design be done to alleviate traffic congestion and illegal turns at the Crewe Rd./Jose Gas Station junction? It was noted that the section by Portland Rd re illegal turns is being taken care of.
- Director K. Connolly – The rock design on the Esterley Tibbetts Hwy is being done by DART. NRA reserving road corridor for conduits on this project as well as the LP Hwy extension.

#### **7. Date of next meeting**

The next meetings are scheduled for 9:30am for the 8<sup>th</sup> & 22<sup>nd</sup> February 2017.

The meeting adjourned at 1:08pm.

Signature   
 Chairman of the Board  
 Confirmation of minutes:  
 Date: 22 Feb. '17

Signature \_\_\_\_\_  
 Executive Secretary  
 Seconded: Confirmation of minutes  
 Date: