

National Roads Authority
Minutes of the Sixty-First Meeting of the Board of Directors
held at the NRA Offices, 370 North Sound Road, George Town,
Grand Cayman, Thursday, February 05, 2008 at 2:00p.m.

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

1. **Call to Order**

The meeting was called to order at 2:07pm.

2. **Confirmation of Minutes**

The Minutes of Meeting held January 15, 2008 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

Quotes are currently being received for cabinets. The equipment for the testing lab is on order. It was suggested to employ someone from overseas to conduct testing, who will then train possibly two persons locally to do this.

2. NRA Staff Accommodation

Alba Electrical Contractors is currently doing the electrical plan. The lease is currently being reviewed by Bodden & Bodden (attorneys).

In regards to long term accommodations, Management has been requested at the suggestion of Director Steve McField to find out more about 22 acres of land north east of Northward Prison.

3. Recruitment

The new HR Manager started February 3, 2008. Applications for the posts of Fleet Maintenance Manager, Senior Engineer, Senior Road Superintendent, Assistant Project Manager, Project Accountant and Transportation Engineer/Planner are being reviewed.

Engineering & Operations

1. East West Arterial

The cost for guardrails by Mr. Rankin's residence and by the pond is to be done for the next meeting. The request to repair the fence and not to build a wall by Willow Lake is to be done. Also Management is to review the problem with the marl by the fence and make a recommendation to correct the problem.

The Hon. Minister has requested that the completion of this project be given a priority. It was suggested that if necessary, working at night might be considered to speed up the completion of this project.

It was noted that CUC has been slow in relocating their poles however this should be done by the end of this week.

It was suggested that advertisements be placed in the newspapers informing the public of upcoming diversions of traffic. Management is to arrange a meeting with the Police to discuss step by step how to direct traffic for the next six weeks (approximately).

A drawing showing the step by step process of completing the area on Shamrock Rd. by the On the Run Gas Station was shown to the Directors by the MD.

It was suggested by the Chairman that the NRA should have more say in the control of the repairs of roads and work done e.g. digging up of roads by the utility companies.

2. Mangrove Pointe Development (Agnes Way)

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

3. Inventory of NRA junk fleet

An inventory of the vehicles was done and is to be submitted to GIS.

4. Request claims for compensation – Lands & Survey

As it was noted that Lands & Survey is reaching compensation agreement with land owners then informing the NRA of the amount settled for, it was again noted that the decision was made by the Board that in future Lands & Survey will send information in regards to claims to the Board for discussion/decision then the NRA will decide and advise the Ministry of the decision. However the Board has requested that Management review the claims carefully and make recommendations to the Board.

Following discussions the following decisions were made in respect of each claim.

Ref. Block & Parcel #	Decision by Board
12E 93	Approved for payment
28C 58	Approved for payment
27E 79	Approved for payment
28B 223	Board request explanation of how cost per sq ft is done
28B 221	Board request explanation of how cost per sq ft is done
28B 253	Board request explanation of how cost per sq ft is done
28B 84	Board request explanation of how cost per sq ft is done

5. Proposed 'Windshield Survey' of roads in Cayman – Pavement Management Systems

Five persons were recruited from overseas to team up with five members of staff to look at various roads in Cayman to do an overall estimate to upgrade these roads. A copy of this survey was circulated to the Directors for review. It was noted that the life expectancy of roads varies and depends on drainage and volume of traffic usage among other things. It was suggested that this is done as a presentation (Power Point) to be presented with the Draft 3yr Roads Development Plan.

6. a. The 3-Year Public Roads Development Programme

A copy of this was given to each Director for review.

b. Gazetting of roads

It was again suggested that a member of the NRA Board attend **Amend to include: 'the Central Planning Authority Board meetings'** when decisions are being discussed and made. It was suggested that the Deputy MD attend these meetings **Amend to include: 'on behalf of the NRA'** and the Chief Officer **Amend to include: 'Ministry'** is to arrange **Amend to include: 'a meeting between the Chairman of the CPA, the Director of Planning and the Dep. MD Ed Howard to discuss this inclusion in the meetings'**. It was noted that there is always a rush (2 weeks) given by Planning Dept. for the NRA to comment on plans. It was suggested that small plans be done over a 2 week period and larger plans 3 weeks.

7. a. Winters Land Farm Rd.

This is a proposed road work of which the Board will get an estimate prior to the final figure when a full assessment of the required work is done.

b. Master Schedule of Works for remainder of 07/08

This is a chart which was presented to the Board (to be updated daily) and will be sent to the Board members.

8. Esterley Tibbetts Highway
At a request Management is look at possible changing the speed limit to 40 mph instead of 25 mph in the good areas and to remain 25 mph in the unfinished areas.

Management is to write to the Ritz stating that the period previously agreed on time for the installation of street lights on the bridge **Amended to read 'may have lapsed' instead of** has lapsed and if the lights are not installed by the end of March 2008 then the NRA will install the lights. (Troy Jacob from the Ministry is to find out the original time set for the installation of the lights by the Ritz).

9. Finance
Directors Steve McField, Troy Whittaker (to be replaced by Mr. Ronnie Dunn) and Gerard Pereira members of the sub committee are to meet with Mr. Barnett, Assistant Director of Finance, to review the Audit Report prior to the next meeting for which a report is to be done at the request of the Chairman. It was noted that the Deputy Chairman will sign off on the Audit Report year ending June 2007 which was approved.

4. **New Business**

- a. Request for Scholarship – S. Bodden
A request was submitted in writing by Ms. Bodden. The Board has requested details on the course she is pursuing and approved this request.

The Chief Officer is to approach the Minister to include the NRA re proposed staff training at UCCI.

- b. Request claims for compensation – Lands & Survey
See #4 under Engineering & Operations.
- c. Request for Sound Barrier Wall – Willow Lake
See #1 under Engineering & Operations.
- d. Request from Red Cross to pave parking lot
This request was circulated to the Directors and an estimate to do the paving is to be done. **Amended to include: 'ARCP and Island Paving are to be contacted by the Red Cross to request if both or either of the companies could work with the NRA to do this project as the NRA is currently not in a position to do this work at this time'.**
- e. Proposed 'Windshield Survey' of roads in Cayman – Pavement Management Systems
See #5 under Engineering & Operations.
- f. Gazetting of Proposed Airport Rd. to Crewe Rd. connector
A drawing of the proposed road was presented to the Directors and the need for this connector road was explained. It was recommended that Management do a presentation to the Minister on the need for this road to be done.

- g. Finance
See #9.

5. **Other Business**

- 1. McField Lane – One way

A request was made by Director S. McField for this lane to be one-way for traffic (Mary St. to School House Rd.). The NRA is to work on this in conjunction with the Police.

- 2. Helen Drive. – One-way

A request was also made by Director S. McField for this road to be one-way for traffic. This is also to be done by the NRA in conjunction with the Police.

6. **Next Meeting**

The next meeting is scheduled for Tuesday, February 19, 2008.

7. **Adjournment**

The meeting was adjourned at 5:30pm.

Signature
Board Chairman
Confirmation of Minutes – 05.02.08
Date: 19.02.08

Signature
Executive Secretary
Seconded: Confirmation of Minutes
Date: 19.02.08