

**National Roads Authority**  
**Minutes of the Sixtieth Meeting of the Board of Directors**  
**held at the NRA Offices, 370 North Sound Road, George Town,**  
**Grand Cayman, Tuesday, January 15, 2008 at 2:00p.m.**

<b>Present:</b>	Errol L. Bush	Chairman
	Troy Whittaker	Deputy Chairman
	Justin Wood	
	Peter Milburn	
	Dean Walton	
	Steve McField	
	Gerard Pereira	
	Gary Rankin	
	Perry Powell	Min. of CW&I
	Brian Tomlinson	Managing Director
Edward Howard	Deputy MD	
Paul Parchment	Assist. Director	
	Uche Obi	Senior Valuation Officer (Invited) Lands & Survey
	Lois A. Hall-Vaughan	Executive Secretary
<b>Apologies:</b>	Troy Jacob	Nominee for Chief Officer (Min. CW&I) (illness)
	Carson Ebanks	Chief Officer (Min. CW&I) (vacation)

**1. Call to Order**

The meeting was called to order at 2:14pm. The Chairman welcomed everyone to the first meeting of the New Year.

**2. Confirmation of Minutes**

The Minutes of Meeting held December 11, 2007 were confirmed on a motion moved by (Peter Milburn) and seconded by (Justin Wood) with minor amendments.

**3. Matters Arising**

**Administration**

**1. Warehouse Rental – Sign Shop & Materials Testing Lab**

Mr. P. Parchment forwarded to the Directors the list of the proposed equipment (identified by Mr. Peter Ogden) via email so that approval and comments can be given. A diagram was done for the lab and this is to be reviewed.

2. NRA Staff Accommodation  
Copies of the proposed NRA office layout for the second floor of the Cayman Air Conditioning building were circulated for the Board's review and comments.

Regarding long term accommodations, the Board did not approve the proposed acquisition of land on Sparky Drive (Industrial Park). It did however suggest that the NRA send out letters to residents in the vicinity of government land by the Francis Bodden Home requesting feedback for the proposed relocation (building) of the NRA offices on that land. Also to be checked out is the land by **Amend to include Her Majesty's Prison Northward** for price comparison.

3. Request to attend school  
The PR regarding the NRA's proposal to fund an employe's Surveying Technical Associate degree course in the States and current scholarship recipient Schmarrah McCarthy who is in her third year of a four year Civil Engineering degree at Purdue University in Indiana has been done through GIS.
4. Recruitment  
Applications are coming in re advertisements placed in the two local newspapers for the posts of HR Manager, Fleet Maintenance Manager, Senior Engineer, Senior Road Superintendent, Assistant Project Manager, Project Accountant and Transportation Engineer/Planner.

## **Engineering & Operations**

1. East West Arterial  
There has been a request for guardrails by M Rankin and the Chairman has requested Management to review this request and provide a recommendation. A tour of this road by a member of the Board with the MD is being arranged for January 16, 2008 (10am) to inspect various locations requiring guardrails for recommendation.

It was noted that the construction of curb walls is being done.

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 possibly by next week.

## **4. New Business**

1. Late request claims for compensation – Lands & Survey

Several late requests for compensation were copied and circulated for review and discussion by the Board. Mr. Obi, Senior Valuation Officer was invited to enlighten Board members on details of each claim. Following discussions the following decisions were made in respect of each claim.

It was 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.

<b>Ref. Block &amp; Parcel #</b>		<b>Decision by Board</b>
23C 163	E/W Arterial	Based on information provided, legal advice is to be sought prior to decision being made
28B 233	E/W Arterial	Claim denied
43E 33	Sitwell Rd. BT	Claim accepted
19E 88	Seymour Rd.	Claim denied
19E 104	Seymour Rd.	Claim denied
23C 17	E/W Arterial	Claim accepted
27E 79	E/W Arterial	Claim accepted
28C 2	E/W Arterial	Mr. Obi to check dates owner off island & when returned
28B 221, 223, 256 & 84REM6	E/W Arterial	Claim denied
Strata Plan #388		Request for 8ft concrete wall & planting of trees to act as noise & safety barrier denied as developer knew the road was scheduled to be built – NRA MD to check with Planning Dept. for the Minutes which indicated the approval of the Strata with the knowledge that the road was to be built.

2. Finance

The Assistant Director of Finance was invited to update members on the Audited Financials for the year ended June 30, 2007 and the Financials for December 2007. **Amend to include the Audited Financials for the year ended June 30, 2007 was approved.** Copies of these were circulated prior to the meeting for the Directors review.

Directors Steve McField, Troy Whittaker and Gerard Pereira will be members of the sub committee which is to deal with financial matters (Financial Committee) as the need arises.
3. Proposed 'Windshield Survey' of roads in Cayman – Pavement Management Systems

Copies of this proposed survey were circulated prior to the meeting for discussion. The MD noted the importance of this survey of all roads in Grand Cayman to assess the current maintenance needs, as it was evident that the NRA is not keeping up with the maintenance needs of the roads. The data collected in this exercise will provide a starting point for the implementation of a pavement management system.
4. Proposed Organizational Charts

A copy of the NRA's proposed organizational chart was circulated prior to the meeting for review and discussion. This was reviewed and it was suggested that Brian Chin Yee be promoted to Assessment Manager.
5. Outline of Operational Plan (Section 13, NRA Law (2006 Rev.))

It was noted in accordance with Section 13 of the NRA Law (2006 Rev.) it stipulates that the MD shall perform his duties in accordance with an Operational Plan approved by the Board. A copy of this plan was presented for information and discussion. The Board will review this document and it is hoped that it is to become a working document.
6. a. The 3-Year Public Roads Development Programme

It was noted that this plan is an integral part of the Operational Plan as defined in the NRA Law. A draft short term plan which will be a part of the long term plan re transportation is to be sent to the Directors by Dep. MD Ed Howard for review. Directors were requested to note the proposed road network planned possible for the next ten (10) years (approximately).

b. Gazetting of roads

It was noted by the Dep. MD Ed Howard that there were two road works that required gazetting – the proposed alignment for the two lane Windsor Park connection (west of Outpost St.) for the Linford Pierson Highway project along with a recommended cross-section for this road and Spice Drive (which begins on Blk 44B Par 139) in Bodden Town, which the owner has submitted an application to the Planning Dept. to relocate Spice Dr. The TPU is requesting the Board's approval to re-submit the plans for Spice Dr. to government

for consideration and approval. The NRA proposed to gazette Spice Dr. as a public road and this was approved by the Board.

It was noted that the NRA can proceed to do Section 26 for the gazetting of land for proposed road corridors, which the Ministry has to review and approve then it becomes a public document which can be viewed by the public.

It was again suggested that a member of the NRA Board attend Planning meetings when decisions are being discussed and made.

7. NRA Accommodations – proposed  
See Item 2 under Matters Arising (Administration).
8.
  - 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.
  - c. E/W Arterial update  
See Item 1 under Matters Arising (Engineering & Operations).
  - d. Update on the contract for barrier walls – Esterley Tibbetts Highway  
Tenders have been received and the contract has been awarded to C&R who did the New Jersey barriers by the Ritz.
  - e. Public Auction of old NRA vehicles  
See Item 3 under Matters Arising (Engineering & Operations).
  - f. Owen Roberts Dr. (Airport Rd. & Dorcy Dr.)  
A roundabout is to be constructed at this intersection and the section from Airport Rd. to Dorcy Dr. is to be ripped up, new drains installed with a sidewalk and the road paved. It was suggested that signs be placed indicating what is being done and detours required.
  - g. Update on Soils Lab.  
See Item 1 under Matters Arising (Administration).
  - h. Quotes for Sign Shop Equipment  
See Item 1 under Matters Arising (Administration).

## 5. **Other Business**

1. New venue for NRA Board meetings – 08  
It was noted that Board meetings will continue to be held at the NRA offices until staff has relocated to the new proposed site. It is proposed

that the Conference Room at Reliable Industries will then be utilized for these meetings.

2. A Bill to amend the Explosives Law

A Bill to amend the Explosives Law to change the signer for Blasting Permits/Importation of Explosives from 'Chief Engineer PWD' to 'Managing Director, NRA' is to be submitted as the post of Chief Engineer no longer exists. It was noted that only Mr. Peter Ogden our Senior Engineer is qualified re explosives and it is recommended that a person be trained to take over from him as he will possible retire in two (2) years time.

3. Current Health Insurance coverage

It was noted that the NRA currently pays \$450 per person to CINICO for health insurance and this is only a basic coverage. It was suggested that proposals be acquired from other insurance companies for comparison with a view to change the current health insurance coverage.

4. Work Permit for non Caymanians

The Board was advised that the NRA is now required to acquire Work Permits for non-Caymanians and to submit a Business Plan to the Immigration Department as a private sector organization would be required to do.

6. **Next Meeting**

The next meeting is scheduled for Tuesday, February 5, 2008 deferred from January 29, 2008 at the request of the Chairman and agreed with by the Board.

7. **Adjournment**

The meeting was adjourned at 6:32pm.

---

Signature  
Board Chairman  
Confirmation of Minutes – 15.01.08  
Date: 05.02.08

---

Signature  
Executive Secretary  
Seconded: Confirmation of Minutes  
Date: 05.02.08