

**National Roads Authority**  
**Minutes of the Sixty-Second Meeting of the Board of Directors**  
**held at the NRA Offices, 370 North Sound Road, George Town,**  
**Grand Cayman, Tuesday, February 19, 2008 at 2:00p.m.**

<b>Present:</b>	Errol L. Bush	Chairman
	Troy Whittaker	Deputy Chairman
	Justin Wood	
	Peter Milburn	
	Steve McField	
	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
Uche Obi	Senior Valuation Officer (Invited) Lands & Survey	
Lois A. Hall-Vaughan	Executive Secretary	
<b>Apologies:</b>	Dean Walton	
	Gerard Pereira	
	Gary Rankin	
	Paul Parchment	Assistant Director

1. **Call to Order**  
The meeting was called to order at 2:15pm.
2. **Confirmation of Minutes**  
The Minutes of Meeting held February 05, 2008 were confirmed on a motion moved by (Steve McField) and seconded by (Peter Milburn) with amendments.
3. **Matters Arising**

**Administration**

1. Warehouse Rental – Sign Shop & Materials Testing Lab  
Of three (3) persons identified locally to do soil testing, two (2) will be selected. Personnel from a soil testing lab in Iowa are to be brought to assist in setting up the lab and equipment.

2. NRA Staff Accommodation

The lease agreement has been signed and is effective as of March 1, 2008.

In regards to long term accommodations at the request of Director S. McField, Management had requested a real estate agent to enquire re the 22 acres of land (owned by Leslie Miller) north east of Northward Prison. It is noted that the owner Mr. Miller is ill and his wife is to contact his son in regards to the property. The real estate agent has suggested that the NRA make an offer as the land is for sale. The MD has requested a valuation of the land by Lands & Survey.

3. Recruitment

The new HR Manager started February 3, 2008 and is currently working on the Employees Hand Book & the NRA's Business Plan. The HR Manager and the Assistant Director, Finance & Administration are currently conducting interviews for the post of Project Accountant. The Chief Officer reminded the Board to be careful in recruiting as the act of 'poaching' applies to expatriates (i.e. recruiting from another company) and not to Caymanians.

**Engineering & Operations**

1. East West Arterial

The cost for guardrails by Mr. Mario Rankin's residence is estimated to be \$26,000.00 and by the pond \$31,200.00. The Board approved the continued construction of guardrails by the pond. It did not however approve the construction of guardrails by Mr. Mario Rankin.

The fence repair at Willow Lake is still to be done and the recommendation by Management (after a review) re the problem with the marl by the fence is to be done for the next meeting for discussion.

It was noted that CUC have now completed the relocation of poles. The Chief Officer suggested that Management needs to meet with the utilities companies (e.g. CUC, Water Authority & Cable & Wireless) to request them to speed up work when required and also to advise the NRA in advance of their projected work schedules and the NRA to do the same.

The paving crew is currently in North Side and is to return to continue doing this project shortly.

It was noted that a truck with a drill would cost the NRA approximately \$70,000 and would take a possible six to eight weeks to arrive on island once ordered. This would be beneficial to the NRA and is to be decided on.

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 still being worked on to show a suggested island.
3. Inventory of NRA junk fleet  
An inventory of the vehicles was done and submitted to GIS. Viewing of the vehicles by the public will be done February 25 – 29, 2008 and bids are due March 7, 2008.
4. Request claims for compensation – Lands & Survey  
Mr. Uche Obi was invited to the meeting to explain to the Board how the rates were done for compensation claims from Thomas Jackson (28B 223, 28B 221, 28B 253 & 28B 84) and K. Rankin (28C 58). Lands & Survey look at land surrounding the particular parcel and how much they were sold for recently. Comparables are made to arrive at a settlement figure. A copy of the valuation on each claim was circulated with an electronic version to be circulated by Mr. Obi to the Board to review variables and layout of the land.

It was noted that re the claims settlement for K. Rankin comparables were looked at and it was OK for settlement. The settlement payment for Thomas Jackson claims (28B 223, 28B 221, 28B 253 & 28B 84) although understood how it was arrived at, was considered high but was OK'd for payment.

At the request of Director S. McField compensation claim for 23C 17 (East/West Arterial) requested by Peter Rowe submitted by the NRA for payment has been put on hold pending information to be brought at the next meeting for review by the Board.

Director J. Wood suggested that the Board should request more information on each claim in order to make a more informed decision on each claim.

The Board has decided that a representative from Lands & Survey is to attend meetings to provide details on compensation claims to enable the Board to make the respective decisions on each claim.

5. Proposed 'Windshield Survey' of roads in Cayman – Pavement Management Systems  
Advertisements have been placed in both local newspapers re Tender for Engineering Services for Pavement Condition Surveys and the Implementation of a Pavement Management Program for George Town. Updates will be provided as necessary.

It was noted by the Chief Officer that the NRA needs to look at how it can afford to build and maintain roads.

Director S. McField reiterated that the roads in both Cayman Brac and Little Cayman should be done and maintained by the NRA and not the respective politicians.

The Chairman has requested that this survey be added to the 3-Year Public Roads Development Programme as an Addendum.

6. a. The 3-Year Public Roads Development Programme  
A copy of this which was prepared by the Dep. MD Ed. Howard was given to each Director for review. It was noted that the draft was well done and Mr. Howard was acknowledged and thanked for the work he did which was well done. This is to be further edited by Mr. Howard for a presentation to the Hon. Minister.
- b. Gazetting of roads  
It was again suggested that a member of the NRA Board attend Planning meetings when decisions are being discussed and made. It was suggested that the Deputy MD attend these meetings and the Chief Officer is to arrange. 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.  
The MD discussed this with the Hon. Minister and it was noted that some of the funding is come from the Department of Agriculture. The estimated cost of this project is \$1mil.
- 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  
The speed limit has been changed from 25 mph to 40 mph in the finished areas of this roads and remains at 25 mph in the unfinished areas.  
  
The MD has written to the Ritz and was informed that the Ritz will no longer be installing the oriental lights hence the NRA will now instruct CUC to go ahead and install street lights.
9. Finance

Directors Steve McField, Ronnie Dunn and Gerard Pereira members of the sub committee met with Mr. Barnett, Assistant Director of Finance, to review the Audit Report. The findings, recommendation & management's response for the Audit Report are as follows.

<b>Findings</b>	<b>Recommendation</b>	<b>Management's Response</b>
Contracts are not being reviewed by a Legal Authority	Contract terms be reviewed by Legal Authority prior to signing	Overall agreement with observation. Standard contracts created to address issue
Public Tendering not used in procurement of supplies	To ensure adherence to tendering procedures	The NRA is seeking special provisions from the Financial Secretary to exempt certain transactions, subject to the above the NRA will comply with the requirement of the PMFL
The testing of materials not being performed	This is to be re-established as a priority and operate testing facilities as requested by law	The Dep. MD is to ensure this is done. Initially to begin Jan 31, new date to be announced.
National Road Plan and Project Definition document not prepared	The MD to evaluate the need for document, if no longer required, and to amend purchase agreement to reflect change	It was agreed that staff should be trained in preparing project definition documents
Contracts are not in compliance with the NRA Law	The MD to ensure referral of all contracts to Board for approval in compliance with the Law. If considered onerous then requirement should be removed from Law	Observations were made that the current law is onerous and requirement could be counterproductive. It is suggested that the MD be given the ability to approve contracts up to \$100 without the Board's

		approval especially for those relating to aggregate and hot mix supply
The management of Accounts Payable found inadequate	The MD to ensure valid Purchase Orders are prepared for all purchases. All invoices should also be approved in accordance with procedures	The observation was agreed with and management promised to continue to educate staff on the need to comply with procedures
Segregation of duties inadequate	Cheques with the Chairman's signature should not be printed from a computer. The MD to ensure accounts payable functions are properly segregated, the signing authority using class levels should be developed with amounts over a certain limit referred to the Board Chairman for signature	Observation agreed with and promised to discontinue the practice of printing the Chairman's signature. This was implemented in October 2007.

Depreciation Fund – The committee accepted the recommendation that a depreciation fund is to be established in order to replace assets that has to be replaced at the end of their useful lives. The amount to be transferred to the fund is \$362,948 which is the amount of the depreciation in the Audited Accounts for the year ended June 30, 2007. An amount will be transferred annually to the fund based on the audited amount in the financial statements. It was noted that the Board thought this was a good idea. The Chairman has however requested a Capital Policy for the NRA re fixed assets. The amount proposed was \$1,000.00.

Bad Debt Write off – The committee accepted the recommendation to write off the amounts due from the Ministries that was already provided for. However, regarding the amount due from the Ritz, a letter should be sent requesting payment and copied to the Financial Secretary before any action is taken regarding this outstanding balance.

Budget 08/09 – The committee wanted the Cost of Living adjustment of 4.5% revised to 3.7% and the reduction allocated to staff training and road

maintenance. The Board agreed with this proposal. With this the adjustment, the committee will recommend that the Board adopt the Budget for 2008/09. The Board accepted the recommendation. It was suggested that in future the Budget should be presented to the Board prior to sending it to the Ministry.

Management Letter – response to Yearly Audit as of June 30, 2007

- a. Vesting of Property – The committee is of the view that since NRA has custody of the assets, these should be brought onto the NRA books at a nominal cost and included on the asset listing.
- b. Inventory not properly counted – The committee agreed with the management’s response but wanted to emphasize that this should not happen again.
- c. No HR Notification and unsigned Contracts – The committee agreed with the management’s response.
- d. Contracts not Tendered and/or no Contract existed – The committee wanted to add ‘up to June 30, 2007’ to the management’s response.
- e. No Contract for Services to Third Party – The committee wants ‘where it is practical and feasible to do so’ to be removed from the management’s response.
- f. No Pre-numbered Receipts – The committee did not agree with the management’s response. Instead the response should be “The NRA will purchase and use a pre-numbered receipt book for all receipts”.
- g. Unsigned Time Sheets – The committee agrees the response should add “Procedures will be put in place to ensure that this is done”.
- h. Fixed Assets – The committee want to change ‘every effort’ to “will ensure”.
- i. Purchases of small tool/raw materials - the committee did not agree with the management’s response and want the response to state the capitalization policy of the NRA.
- j. Severance Package – The committee agreed with the management’s response.

10. Request for Scholarship – S. Bodden

Ms. Bodden responded with a letter of thanks for the Board’s approval for the scholarship request.

11. Request from Red Cross to pave parking lot

It is estimated that this project will cost \$16,475 to do with 11/2” hot mix asphalt.

12. Gazetting of Proposed extension of Owen Roberts Drive to Shedden Rd. connector  
A revised drawing of the proposed road and the need for this connector road was presented to the Hon. Minister. It is with the Ministry for gazetting.
13. McField Lane – One way  
A traffic advisory is to be done.
14. Helen Drive. – One-way  
At the request by Director S. McField for this road to be one-way for traffic, the NRA is working on this in conjunction with the Police.

Amendment:: to include

15. Design Policy on Roundabouts  
A directive was given by the Board to the Managing Director to establish a Design Policy on Roundabouts. Based on this policy, the NRA will need to evaluate all existing roundabouts for compliance and to do a cost estimate to modify existing roundabouts to comply with the policy.
16. Variable Message Signs  
A directive was given by the Board to Management to purchase two (2) smaller variable message signs.

#### 4. **New Business**

- a. Settlement of compensation claim – 28B 224 – Whittaker Development Ltd.  
This was approved by the Board for payment.  
  
It was noted that a minimum criteria should be established and made available to the Board re compensations.
- b. NRA Monthly Report to Chief Officer, Min. CW&I – January 2008  
Copies of the report were given to each Director prior to the meeting for review. This report includes 'Comments by the MD, A Report on Outputs sold to the Hon. Minister CW& I, A report on Equity Injections and Capital Projects'.

#### 5. **Other Business**

- a. Raleigh Quay – will there be a through-way to the Raleigh Quay development on the North Sound?  
A plan is to be developed for presentation at the next meeting.



- b. Willie Farrington Drive – will this be a 4-way stop, 2-way stop, overpass?  
A plan is to be developed for presentation at the next meeting.
- c. By the West Bay Police Station – will this be a 4-way stop, 2-way stop, overpass?  
A plan is to be developed for presentation at the next meeting.
- d. By Batabano Road (near Chestnut Drive) – how will this junction be configured? Will the road be extended north? If so how?  
A plan is to be developed for presentation at the next meeting.
- e. Hell Road widening project  
This project is anticipated to be contracted out by the end of the fiscal year.

**6. Next Meeting**

The next meeting is scheduled for Tuesday, March 11, 2008.

**7. Adjournment**

The meeting was adjourned at 5:30pm.

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Signature  
Board Chairman  
Confirmation of Minutes – 19.02.08  
Date: 11.03.08

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Signature  
Executive Secretary  
Seconded: Confirmation of Minutes  
Date: 11.03.08