

National Roads Authority
Minutes of the Sixty-Fifth Meeting of the Board of Directors
held at the NRA Offices, 370 North Sound Road, George Town,
Grand Cayman, Tuesday, April 22, 2008 at 2:00p.m.

Present: Errol L. Bush Chairman
Troy Whittaker Deputy Chairman
Peter Milburn
Steve McField
Dean Walton
Gary Rankin
Carson Ebanks Chief Officer (Min. CW&I)
Troy Jacob Nominee for Chief Officer (Min. CW&I)

Brian Tomlinson Managing Director
Edward Howard Deputy MD – Admin & Planning

Denis Thibeault Assistant Director, Transportation & Planning (by invitation)

Lois A. Hall-Vaughan Executive Secretary

Absent: Justin Wood
Paul Parchment Assistant Director – Eng. & Operations
Ronnie Dunn Nominee for Financial Secretary

Apologies: Gerard Pereira

1. Call to Order

The meeting was called to order at 2:12pm.

2. Confirmation of Minutes

The Minutes of Meeting held April 01, 2008 were confirmed on a motion moved by (Peter Milburn) and seconded by (Steve McField) with minor amendments.

3. Matters Arising

A. Administration

1. Warehouse Rental – Sign Shop & Materials Testing Lab
Internal construction for the sign shop is completed. Training on equipment for sign making is expected to commence next week with the assistance of the representatives from the manufacturers.

All of the materials testing equipment are now here and training by CMT of Des Moines, Iowa will commence April 28, 2008.

2. NRA Staff Accommodation

In response to the NRA's request to purchase a 22-acre parcel in Northward (Blk 37A Par 13) the Government is considering to vest the northern 9.3 acres of parcel Blk 37A Par 87 north of HMP Northward which is Crown land. If it is available it would be vested to the NRA. The Leader of Government Business and the Minister for CW&I have indicated their support for this. It is zoned 'Institutional' which we believe is the proper zoning for the NRA's intended use.

The successful bid for the fit out of the second floor of the CAC Building – Dorcy Drive is to be awarded to Phoenix Construction in the amount of \$170,940.00. The tender period had been extended for one week at the request of several contractors.

B. Engineering & Operations

1. East West Arterial

Two quotes were received for a truck mounted drill for \$160,000 and \$206,000 F.O.B. Miami. No decision was taken. Management is to review.

It was noted that 'cat eyes' reflectors are still to be installed on sections of this highway.

It was also noted that the CUC light pole by the 'Silver Oaks' roundabout still needs to be relocated by CUC. The exit to South Sound Road at the Grand Harbour roundabout from the east will be closed to vehicular traffic.

2. Mangrove Pointe Development (Agnes Way)

A left-on left-off-access-only design for this development was done and presented by Dep. MD Ed Howard showing the suggested traffic island. It was discussed that mountable curbs could be installed for easy access by emergency vehicles. The draft design was approved by the Board. Mr. Howard is to finalize the design when the topographic survey of the area is received from the Lands and Survey Department and bring it back to the Board for final approval.

3. Proposed Pavement Management Programme

Tenders were received March 27, 2008. They were reviewed and narrowed to two. Additional information was solicited from the two consultants and a final decision was taken by the Departmental Tenders Committee to award the contract to MCM Consulting for \$233,894.00 in association with PetroTech Cayman, Golder Associates of Canada and

QES of Utah, USA. The MD executed an agreement with the selected consultant as authorized at the last Board meeting.

4. a. The 3-Year Public Roads Development Programme
This programme is still under review and is being further edited by Mr. Howard.
- b. Gazetting of roads
The Dep. MD Ed Howard is to attend the next scheduled meeting (May 7, 2008) of the Central Planning Authority.

5. Winters Land Farm Rd.
Tender documents are being prepared. They should be ready to go out by the end of April.

6. Esterley Tibbetts Highway
The concrete bases for the street lights by the Ritz Carlton section are done. The underground wiring is currently being done by CUC.

It was noted by Director Peter Milburn that the water valve covers by Cost-U-Less keep 'popping up' and requested Management to look into this. This was addressed at the last Utilities Meeting and the covers are to be replaced as the tabs on the bottom have broken off.

7. Gazetting of Proposed extension of Owen Roberts Drive to Shedden Rd. connector
A revised drawing of the proposed road has been approved by the Ministry for gazetting. NRA staff has forwarded it to the Lands & Survey Department for preparation of the Gazette Notices. The MD is to follow up on this. Mr. Bobby Thompson has requested a design modification to suit the potential developers of the lots and a draft design is currently being circulated among the NRA engineers for comments. The MD is to follow up on this and bring the final version to the Board for approval.

8. McField Lane – One way
A traffic advisory study was done by the Dep. MD Edward Howard and copies were provided to the Directors. It was suggested that the road be widened on both sides of the approach on Mary Street with a sidewalk built on the east side of the lane for pedestrians.

The Chairman requested Management to look at the satellite parking in the 'Rock Hole' area with access to Mary Street with the view of incorporating this with McField Lane as a one way system.

9. Helen Drive. – One-way
A traffic study is still being conducted and is expected to be presented at the next meeting.

10. Design Policy on Roundabouts
This is still being worked on.

It was noted that the approach by the Grand Harbour roundabout coming from the east appears to be too narrow. The Chairman has requested Management to look at it and Management has the approval of the Board to correct if necessary.

Director Steve McField has suggested that signs be done on the roundabouts indicating the way to various places/districts.

11. Variable Message Signs

The Chairman again noted that the NRA needs to be more specific on what is displayed on the variable message signs currently on the roads and has suggested that training be sought on how to effectively display these messages. Four more signs have been ordered two weeks ago and will take six to eight weeks for delivery.

Mr. Troy **Amended to read 'Whittaker' instead of 'Jacob'** raised the idea of replacing the 'Welcome to (District)' signs. It was suggested that a graphic artist should be hired to come up with a unique design. The new Pedro Castle directional signs were mentioned as an example.

The Chairman and the MD raised the issue that we need to find a resource to train our staff on safety in the work zone and how to properly set up work zone traffic control and lane closures.

12. Law Review (NRA Law & Roads Law) Committee

This Committee met April 4, 2008 and the decision was made to review and amend the NRA Law and the Roads Law. The different variables were discussed for the amending for the Laws especially in regards to the Road User Fees. It was suggested that trucks hauling aggregate and trucks with containers be charged a fee and this is to be included in the Law. The Law should also be structured so that the funds will go directly to the NRA and not Central Government. The periodic drafts of this Law will be circulated to Board members for review.

13. Water Authority CI Reinstatements

The Queens Highway trench reinstatement is almost completed. The MD corresponded with Mr. Tom Zanten and the Water Authority would like to know when the NRA will be doing Hutland Road. This will be done when

the Water Authority settles the outstanding NRA invoices. The MD is to follow up.

It was noted that the NRA needs to insist that utilities companies cannot do work on the roads without a Bond or Purchase Order agreed by the NRA.

14. Accounting System Software Package

The software package has been installed and training of the accounting staff is currently being done.

15. Savannah Gully Seawall

The NRA is currently awaiting Planning Permission for construction of this wall. A Request for Proposals (Tenders) is also being prepared for engineering services for the final design of the wall and construction administration services. Issues regarding legal access for construction and maintenance are also being negotiated. This is now to be presented to the Central Planning Authority on May 07, 2008 and it was noted that there were three objections to the construction of this wall.

The Chief Officer CW&I, Carson Ebanks has suggested that the NRA lobby petitions in support of the building of the wall and to get persons interested in the construction of the wall to attend the meeting on May 07.

16. Road improvements required by high schools

The MD is to meet tomorrow (April 23, 08) with the architect and the recently appointed traffic engineer on site at the Beulah Smith High School to kick off a traffic study for that site and the surrounding road system.

The MD noted that two other school sites were of concern because the school planner had not considered off-site design elements. Those two are the George Town Primary School site served by Grescott Land and Edward Avenue in the Rock Hole area and the new George Town High School site off Olympic Way which will be served by the proposed Linford Pierson Highway extension westward to Walkers Road.

The Chief Officer CW&I, Carson Ebanks, is to arrange a meeting with the Minister for Education and Minister for CW&I to address how these issues are to be dealt with.

17. Landscaping obstructions – South Sound

It was noted that several landowners have planted landscaping material in the roadway along South Sound Road. These are obstructions and encroachments. The Deputy MD for Planning and Administration is to serve notice on the property owners for the removal of these materials.

18. Petition to gazette Barnes Drive, Industrial Park – The Assistant Director Engineering & Operation Paul Parchment is still working on this.

21. *Redacted under Section 23 (1) of the Freedom of Information Law, 2007

With regards to disability benefits, the MD has requested a meeting with the Chief Officer and Mr. Graham Wood (Human Resource Manager in the Ministry of CW&I) to discuss/work on a formulation of this policy.

The MD and the Human Resource Manager, Julie Karner spoke with CINICO regarding the NRA's claims history. CINICO is prepared to provide a customized health insurance package for the NRA and provide disability coverage for the NRA. A proposal is expected soon. The MD is to follow up with the HR Manager.

22. Road Gazettal – Access Management Plan for the East/West Arterial
An access management plan for the Esterley Tibbetts Highway is being worked on. It will be similar to the one approved by the Board at its last meeting for the East/West Arterial.

4. New Business

a. Senior Roads Executives Programme - 2008
Director Steve McField will be attending this course on Road Financing and Road Fund Management at the University of Birmingham April 27, - May 02, 2008.

5. Other Business

a. Lights on Shamrock Road
It was noted that sections of Shamrock Road are still in need of street lights and 'cat eyes' reflectors.

b. Parking on Shedden Rd by Kentucky Fried Chicken
It was noted that parking is being done here illegally as there is a pedestrian crossing and vehicles are parking too near to it.

c. Request for striping, curbing & sidewalks
The Chairman has requested that striping, curbing and sidewalks be done as soon as possible by the intersection of Shedden Road, Eastern Avenue and Crewe Road.

d. Compensation Claims – Budget Allocation

A letter from the Chief Officer CW&I, Carson Ebanks regarding the depletion of the budget allocation for payment of compensation claims was discussed. The MD is to review the matter with the Lands and Survey Department and reply. The Chairman noted that in future, before gazetting roads, proper preliminary plans must be developed along with more accurate estimates of construction cost and land acquisition costs. Such plans and cost estimates will need to be approved by the NRA Board and the Ministry before the road is gazetted.

e. Linford Pierson Highway extension

An update on the situation with the Ironwood Forest and the extension of the Linford Pierson Highway was given by the Chief Officer CW&I, Carson Ebanks and the MD, Brian Tomlinson.

6. Next Meeting

The next meeting is scheduled for Tuesday, May 06, 2008.

7. Adjournment

The meeting was adjourned at 4:50pm.

Signature Signature
Board Chairman Executive
Confirmation of Minutes – 22.04.08
Date: 06.05.08

Secretary
Seconded: Confirmation of Minutes
Date: 06.05.08