
**National Roads Authority
Minutes of the Two Hundred & Sixteenth Meeting
of the Board of Directors
held in
NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday 08th March, 2017 at 9:30 a.m.**

In attendance were:

Donovan Ebanks	Chairman
Gary Clarke	Deputy Chairman
David Arch	Director
Stanley Panton	Director
Dane Walton	Director
Kenross Connolly	Director
Charles Brown	Observer - Ministry PLAH&I
Paul Parchment	Managing Director – NRA
Edward Howard	Dep. Managing Director - NRA
Lois A. Hall	Executive Secretary - NRA Board of Directors

Invitees:

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

Absent:

Paul Bodden Jr (Andy)	Director
Tristan Hydes	Director Designate of Chief Officer, Ministry PLAH&I

1. Call to Order

The Chairman called the meeting to order at 9:48am

2. Minutes of Previous Meetings

- a. 8th February 2017 – confirmed
- b. 22nd February 1017 – confirmed

3. Administration

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

Minutes of 22nd February 2017

As agreed during the 8th February meeting, a tele-conference was held with MERCER to discuss the Report previously circulated to Board Members. Board Members were provided with a detailed analysis of the report which focused on the Analysis of Funding Strategies. Representatives from MERCER explained once a funding option was selected, the Board should seek an investment plan as it was critical to the funding arrangements to try to earn money on the funds set aside. They further suggested conducting a funding re-evaluation every three years.

The Chairman requested that the final report make some illustrative reference to the anticipated cost of health care coverage for 40 or 50 years based on the 5% assumed annual increase vs the present the cost of similar coverage.

The Chairman requested the CFO produce the financial report as of the end of February for the 8th March meeting. He further requested the CFO present different scenarios regarding the amount that could be set aside for the post retirement fund. Director Panton requested the CFO also provide a breakdown of the reserve funds as well as the 90 day reserve funds that should be available for Board Members to have a comprehensive outlook of the funds available to contribute to the plan. The Chairman stated he hoped the Board could decide at that meeting how much funds should be set aside and envisioned that having taken a tentative decision, some communication with the Ministry would be appropriate.

The CFO presented the Financial Report as requested indicating different scenarios regarding the amount that could be set aside to provide adequate funding for the post retirement fund. After much discussion, the CFO was asked to revise the spreadsheet to show a maximum \$500K contribution in the current financial year. The revised spreadsheet is to be reviewed by Members at the next meeting prior to a decision being made.

3.ii. Capital Budget – Compensation & Construction Funding

Minutes of 22nd February 2017

To be provided at the next meeting 8th March 2017.

The spreadsheet is to be updated prior to the next meeting. It is important to know what funds are available prior to recommending the acquisition of Block 28D Parcels 14 & 15 for the proposed improvements to Shamrock Road immediately east of the junction with Hirst Rd.

3.iii. Financial Report – July – December 2016

Minutes 25th January 2017

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 is optimistic that the situation would be resolved shortly and the Board opted not to involve itself.

Minutes of 8th February 2017

The MD advised that \$1.4M has been paid to the NRA (received from the Ministry). C Brown is to look into payment re HSA parking lot.

Minutes of 22nd February 2017

No update given.

The CFO presented a spreadsheet representing the NRA's financial position as of January 2017 indicating CI\$4.5M cash in hand. It was noted that the depreciation funds should reflect the NRA's assets and should be segregated as the funds set aside for the post-retirement medical benefits will have to be.

3iv. Proposed Legislative Review

Minutes of 22nd February 2017

MD – Fincor has been working on procuring a consulting firm to draft the revisions to the NRA and Roads Laws. From the shortlist of firms it appears that NEXIS, who has a number of years in drafting, is the preferred one. He is therefore requesting Board Members review the Terms of Reference in order for the NRA to enter into the contract with them. He agreed to send it to members electronically by the end of the day.

The MD is to forward to Members specific aspects of the NRA and Roads Laws that require priority attention as well as the proposed changes to the Laws for Members to review. C. Brown is to follow up.

3v. Fleet upgrade – update

Minutes of 22nd February 2017

In response to Director Bodden's query the MD advised the deposit was paid and the equipment should be arriving at the supplier's compound for servicing later in the week. The servicing should be completed by the end of next week and at that time he would make the trip to Florida to confirm everything was in order prior to shipment.

In response to Director Panton's query, the HRM updated Board Members on the Fleet Manager recruitment, advising of the number of applicants received, the short-listing process, shortlisted candidates and the request from those shortlisted to provide proof of certification. She further advised the information should be received by the coming Friday and then they would be reviewed by the MD for further short-listing and the interview process.

The MD advised that the NRA is working with Seaboard Marine in bringing in the expected equipment/machines. The vacuum truck is expected by mid-March.

He also informed that a Flood Mitigation exercise is being planned to be conducted in March 2017. This will be an imitation exercise with the deployment of vehicles done.

4. Planning

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

Minutes of 8th February 2017

As per the decision taken at the E.O. meeting on 02 February 2017, a letter dated February 6th, 2017 was sent to owner of Blk 20E Par 90 re closure of road adjacent to part of George Town East extending an invitation without prejudice to submit in writing concerns for possible compensation. Receipt of letter was acknowledged by owner.

The Board approved the recommended compensation element by L&S Dept. in respect of the houses on Blk 20E Par 120 and Blk 20E Par 123 in the amounts of \$340,000 and \$245,000, respectively. New parcel numbers expected soon.

L&S Dept. met with agent of the owner of the land adjacent to the Church (Blk 20D Par 432) and learned that the owner does not want to sell the entire property but only now wants to deal with the compensation and wants to take legal action as they feel the land taken was not for the road but as part of compensation to the adjacent land owner. The owner also feels that with the elevation of the road and shape of what is left of the parcel they have no option but to sell it to the adjacent land owner. The Board recommend L&S to offer CI\$245K to the owner and if not accepted then offer CI\$250K (but no more) with no access on to the LPHwy. The property has access via Old Crewe Rd.

Minutes of 22nd February 2017

Crown Counsel Ms. Lewis was invited to the meeting to discuss the letters she received from Chapmans regarding

1. Application of judicial review based on a statement made by the MD on behalf of NRA regarding “Phase II” of the Linford Pierson Hwy extension; and
2. Striking out our summons.

Ms. Lewis advised that Mr. Barnes will be preparing an opinion in respect of the letters. She further advised that what the NRA was essentially trying to do is to strike out everything that is in court and clear the way for the acquisition of the land. It is hoped that with Mr. Barnes assistance we will get finality on the proceedings. However it is possible that the proceedings will continue past 30th March.

The Chairman acknowledged the information the Chapmans are requesting was made available with the exception of the Minutes when the decision was made to split the project into two phases. He advised Ms. Lewis he would provide her with

the string of letters and the 20th April 2016 Minutes for her to decide what to disclose.

It was therefore decided to await Mr. Barnes response prior to responding to the Chapmans.

The legal advice received from Mr. Barnes was shared with the Board on 24 February and members agreed that it should be followed. Ms D. Lewis was so advised. Mr. Barnes is to provide 'skeleton arguments' to the Crown Counsel.

The Senior Valuation Officer (L&S Dept.) is in negotiations with the owner of Blk 20E Parcel 86 (Mr. Robert 'Bobby' Thompson) on the portion required for the roundabout. The claimant had originally sought \$8.00psf; the VEO had offered \$3.75psf. The claimant had recently indicated that he would not accept less than \$5.00psf. Board approved the VEO making an offer of C\$5.00 per sq. ft.

With regards to the two (2) replacement residential properties for the proprietors of Block 20", Parcels 120 and 123, the Chairman advised that he had received no acknowledgment or response from the Ministry to either of his e-mails of:

- 27 February asking for reconsideration of the position to require the NRA to execute the Compensation Agreement prior to provision of the funds; or
- 02 March advising that the NRA had taken the decision to have no further involvement in the provision of the homes but would continue to make the Quantity Surveyor, Mr Leonard Prospere, available to manage the building contracts, etc.

Mr Charles Brown shared with the Board that he was working on:

- a formal agreement letter between the Ministry and the NRA; and
- amendments to the Compensation Agreement to reflect a role that the Ministry felt was theirs.

4ii. Esterley Tibbetts Hwy widening – compensation matters

Minutes of 8th February 2017

In regards to Blk 13D Par 413 the Board approved via email payment of compensation inclusive of professional fees in the amount of \$149,976. The cheque is prepared and DECCO is ready to move equipment on to the property.

Minutes of 22nd February 2017

There were no matters for consideration.

There were no matters for consideration.

4iii. Traffic simulation/forecasting model - update

Minutes of 8th February 2017

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

Minutes of 22nd February 2017

The DMD displayed a map depicting the traffic count zones. He stated that traffic counts would be conducted over the next five weeks utilizing the NRA's equipment.

He further advised they were now at the final stages of the RFI for the traffic models having narrowed down to three very strong proposals and a fourth that intrigued them. The next stage with Board's approval would be to interview these firms during the second week of March and make the selection by early April. The Board approved to proceed with the interview process.

The DMD informed that the NRA is ready to conduct interviews of the selected firms during the week of 20th - 24th March. In turn, the Board agreed to meet on 23rd March rather than 22nd March to allow the MD to attend interviews as he wished. A report is expected two (2) weeks after.

Traffic counts are currently being conducted in the George Town area as part of the updating of the 2016 island wide counts.

4iv. NRA – Design Projects 2016-2020 – prioritisation

Minutes of 8th February 2017

No update provided.

Minutes of 22nd February 2017

No update provided.

No update provided.

4v. Crewe Road/Tropical Gardens upgrade

Minutes of 11th 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.

Minutes of 25th January 2017

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.

Minutes of 8th February 2017

The Crewe Rd/Tropical Gardens project has been gazetted.

Minutes of 22nd February 2017

No update provided.

No update provided.

4vi. Shamrock Road vicinity of Hirst Rd – horizontal & vertical realignment

Minutes of 11th January 2017

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.

Minutes of 25th January 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 topo survey is being done for the Savannah/Hurst Rd. intersection.

Minutes of 8th February 2017

The house/property in Savannah was visited by the Valuation Officer and the market value revised to a lower evaluation.

Minutes of 22nd February 2017

No update provided.

A proposed alignment was presented. The MD was asked to revise the alignment to eliminate any impact on the adjacent parcels.

5. Operations

5i. Capital projects and district roads - July 2016 –December 2017

Minutes of 22nd February 2017

No update provided.

No update provided.

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

Minutes of 8th February 2017

The SPM informed that:

- The roundabout is done and built with a 2% slope.
- Paving is to begin shortly by mid - February.
- The water line is to be done.
- Changeover of traffic expected early March

- Guardrail by Church done
- Installation conduits for light poles to begin today/tomorrow
- CUC to begin relocation of poles this week – still issues with some property owners
- Curbing is currently being done

Minutes of 22nd February 2017

SPM Scotland advised it was hoped that paving would begin on Friday, 24th February; however if not, it would commence the following Monday. CUC has erected poles however they are unable to complete their change over until the homes are vacated. He further advised that Cabinet approved the amount for building the new homes so he anticipated this to proceed. He anticipated they would be able to change over lanes in two weeks once the paving to Halifax Rd was completed.

The SPM informed that:

- paving is to begin today on the west bound carriageway.
- changeover of traffic is expected to be done the week of the 20th March with striping in place.
- bases for street lights are currently being installed..

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

Minutes of 8th February 2017

Curbing is being done.

Water Authority to begin work on the east side this week to Butterfield roundabout

Base prep to begin after the changeover of traffic

The start of the tunnel by Coral Caymanian to begin in the next couple of weeks

Preparing Public Service Announcement for the mid- to end- of February opening of the three lane roundabout.

Minutes of 22nd February 2017

SPM Scotland advised the curbing was complete. Compensations were going smoothly with the exception of the Dilbert's who were still in negotiations with Lands & Survey regarding compensation.

The SPM informed that:

- water lines are being installed and is expected to go up until mid-April.
- curbing is being done.
- base work on this section is expected to be done after the water lines have been installed and continue to the Butterfield roundabout.
- the completed roundabout and tunnel should be open by mid to end of April; and
- the house on Blk14C Par43 is being advertised for sale by sealed bids.

6. Other Business

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

Minutes of 25th January 2017

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

Minutes of 8th February 2017

No update provided.

Minutes of 22nd February 2017

No update provided.

No update provided.

6ii. Legal action – Bodden Holdings Ltd.

Minutes of 25th January 2017

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 ETHwy.

Minutes of 8th February 2017

No update provided.

Minutes of 22nd February 2017

No update provided.

It was suggested that Blk13D Par 449 be gazetted as soon as possible. This is to be done.

6iii. NRA Compound Plans

Minutes of 8th February 2017

No update provided

Minutes of 22nd February 2017

No update provided.

No update provided.

6iv. Signage – Primary arterials

Minutes of 22nd February 2017

No update provided.

No update provided.

6v. Summary Report - E/W Arterial Road Project

This matter was deferred as Mr. T. Hydes was unavailable.

6vi. Board Members

Minutes of 22nd February 2017

- MD – Fincor has been working on procuring a consulting firm to draft the revisions to the NRA and Roads Laws. From the shortlist of firms it appears that NEXIS, who has a number of years in drafting, is the preferred one. He is therefore requesting Board Members review the Terms of Reference in order for the NRA to enter into the contract with them. He agreed to send it to members electronically by the end of the day.
- The MD also advised Members that in response to the Ministry's request, the NRA was erecting signs at the Spotts Beach area where there have been a number of incidents with pedestrians crossing the main road to access the beach. The Ministry had requested placing a pedestrian crossing; however that was not an option given that the road was a main fairway.
- Director S. Panton – Queried the Fleet Manager recruitment (see 3.v.)
- Director D. Arch - Requested the MD look at placing delineators by Jose's gas station on Crewe Road. This seems to be an increasing issue.
- Director P. (Andy) Bodden – Requested an update on the fleet equipment (see 3.v.)
- Director G. Clarke – Update on the road grading in Savannah in front of Wendy's. The Chairman advised that this is included in the scheme they are developing for that area.
- Director K. Connolly – Enquired if these smaller projects such as the Savannah grading upgrade could be completed while the work continues at Linford Pierson. The Chairman advised this should be possible and the MD replied it depends on budget and project priorities. Director Connolly also made mention of the area by Lantern Point going east which needs upgrading. He also enquired about the third lane that was discussed from Prospect & Grand Harbour. The MD advised they were currently looking at that now.
- Director T. Hydes – produced a summary report on the East-West Arterial for distribution for Members to review for the next meeting. He advised that if an agreement is reached there were pre-requisites that must be met. The contents have remained the same and final approval must be conducted by the NRA. Board Members were asked to review the document for discussion at the next meeting. Director P. (Andy) Bodden excused himself from further discussions citing relationship with the developer.

D. Walton – Can the NRA do clearing of overhanging trees and charge for the job? There are quite a number of these trees in Newlands. Could the NRA look at purchasing a bucket truck and a chipper to do this job? The MD suggested acquiring a map of the areas of overgrown trees and approaching the land owners to have the NRA cut them.

Director K. Connolly – There are still a few cars for sale in the work zone by the Butterfield roundabout. On the West Bay Rd by Royal Palms DECCO who is currently doing construction has a fence out in the roadway.

Dep. Director G. Clarke - No issues.

Director D. Arch – What has happened to the requested delineators by Jose Gas Station? Not in place yet, as they are on order.

Director S. Panton – Is it possible for the NRA to look into another source of income e.g. charging for cutting over hanging trees in the road corridor, encroachments, infractions of the Roads Law and possible hire someone to enforce?

The Chair informed the Board that the owner of Blk38C Par 51 on the corner of Condor Road in Bodden Town has agreed to the NRA truncating the corner (15ft). Members agreed that it would improve eastbound left-offs turns onto Condor Rd particularly for trucks.

6a. Annual Report

Minutes of 22nd February 2017

No update provided.

No update provided.

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

Minutes of 09th November 2016

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 22nd February 2017

No update provided.

No update provided.

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

Minutes of 11th 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.

Minutes of 25th January 2017

No update.

Minutes of 8th February 2017

No update provided.

Minutes of 22nd February 2017

No update provided.

No update provided.

6d. Landscaping of Roundabouts – Contracts

Minutes of 8th February 2017

Mrs. M. Pandohie was invited to discuss this item. It was noted that the Ministry was previously granting approvals to interested entities however the NRA does it now. Contracts are granted for five years. A few of these contracts have expired, with one not to be renewed.

Members queried if a policy regarding the landscaping and upkeep of the assigned roundabouts was in place. As there is no policy/guidelines in place the Board requested Ms. Pandohie to do draft policy/guidelines in this regard for the next scheduled meeting.

Minutes of 22nd February 2017

The Chairman advised Mrs. M. Pandohie was working on the landscaping policy and would have it ready for next meeting.

No update provided.

6e. Crewe Rd/Jose Gas Station/Agnes Way intersection – Proposed roundabout

Minutes of 8th February 2017

The MD provided a diagramme indicating a proposed roundabout as a possible solution to the current traffic congestion at this intersection.
The MD is to re-visit the proposal and do a project costing.

Minutes of 22nd February 2017

No update given.

No update provided.

6f. Bypass - Lantern Point to Red Bay Roundabout

Minutes of 8th February 2017

It was suggested the use of delineators to prevent motorists from using the shoulder to 'undertake' other vehicles (on the left). A section by section deterrent was suggested to basically discourage bad driving.

Minutes of 22nd February 2017

No update provided.

No update provided.

6g. Concrete pavement investigation

Minutes of 22nd February 2017

The Chairman explained that the NRA had been approached by a private entity seeking to offer concrete pavements as an alternative to hot-mixed asphalt. As there is a single source of hot-mixed asphalt but two or three sources of concrete, it was in the organizations best interest to explore the possibility of using concrete. To that end, Senior Engineer E. Jackson was heading up the research on the necessary arrangements to entertain proposals for both types of pavement and objectively evaluate them.

Senior Engineer updated the Board on the process thus far. He advised there were key factors when ascertaining a process by which both asphalt and concrete could be evaluated in order to make an objective decision. He informed Board Members that the Florida Department of Transportation (FDOT) has given permission to use part or whole of their document, *Pavement Type Selection Manual*, FDOT, October 2013. It provides a methodology that information can be entered regarding asphalt and concrete and then produces a report.

Senior Engineer advised that the next step would be developing concrete and asphalt pavement designs for a primary arterial (the next phase of Linford Pierson Hwy) and a secondary arterial (Shedden Road, Eastern Ave, etc.). He suggested that FDOT would be approached to suggest three firms who could provide the designs for both concrete and asphalt for each of the roads mentioned above, proposals would be sought from the firms and one of them engaged. These designs would then serve as the basis of seeking bids for both types of pavement when the next project was being done on such a road. The proposals would then be evaluated using the *Pavement Type Selection Manual*. This would ensure an independent and objective result.

The Board endorsed the development of the proposed system.

No update provided.

6h. Request to Lease – Blk 23 C Par 13

An interest in leasing Blk23C Par 13 Red Bay, in the form of a letter from R. A. Denis (D&J Quality Cars Ltd.) to display vehicles for sale was presented. It was noted that the requested section is a part of the road corridor. Lands & Survey is to review and respond.

6i. Beach Bay Road Closure/Diversion

Minutes of 22nd February 2017

The MD displayed a letter received from Nelson & Co, on behalf of their clients regarding the Beach Bay Road closure/diversion. The letter indicated that NRA approved the above closure/diversion without prior consultation with his clients.

Board Members concurred that the MD respond to the letter advising Nelson & Co of position NRA took on the issue. The letter should advise Nelson & Co that if his clients were not satisfied with the NRA's response they were free to respond with their specific concerns which would be forwarded to Cabinet who ultimately has the final say.

No update provided.

7. Date of next meeting

Due to pending interviews for the Traffic Models on the 22nd March 2017, Members agreed for the next meeting to be held 9:30am Thursday, 23rd March 2017.


The meeting adjourned at 12:49pm.

Signature

Chairman of the Board

Confirmation of minutes:

Date:


12 Apr. '17

Signature

Executive Secretary

Seconded: Confirmation of minutes

Date: 17 April, 2017

