
**National Roads Authority
Minutes of the Two Hundred & Fifteenth Meeting
of the Board of Directors
held in
NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday 22nd February, 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
Paul Bodden Jr (Andy)	Director
Tristan Hydes	Director Designate of Chief Officer, Ministry PLAH&I
Charles Brown	Observer - Ministry PLAH&I
Paul Parchment	Managing Director – NRA
Edward Howard	Dep. Managing Director - NRA
Julie Campbell	Human Resources Manager - NRA

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
Edison Jackson	Senior Engineer - NRA

1. Call to Order

The Chairman called the meeting to order at 9:30am

2. Minutes of Previous Meetings

- a. 25th January 2017 – confirmed
- b. 8th Feb 1017 – due to the volume of the agenda the Chairman asked members to review for next meeting.

3. Administration

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

Minutes of 11th January 2017

The Chairman advised that he is expecting to have MERCER's Report by the next scheduled meeting.

Minutes of 25th January 2017

The Chairman informed that he had received the MERCER Report via the Pension Board yesterday. This will be reviewed and he will be communicating with MERCER re the report.

Minutes of 8th February 2017

Copies of the MERCER Report were distributed. Members to review for discussion at length at the next meeting at which the Chairman suggested a tele-conference call with MERCER be done to facilitate a question and answer session.

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 3 years.

The Chairman requested that the final report make some illustrative reference to the anticipated cost of health care coverage 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 8 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 communications with the Ministry would be appropriate.

3.ii. Capital Budget – Compensation & Construction Funding

Minutes 25th January 2017

No update

Minutes of 8th February 2017

The MD met with the Minister yesterday and sent them the revised spread sheet. No response has been received.

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

3iii. 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.

No update given.

3iv. MD Performance Agreement, 01 Aug 2016/31 Jul 2017

Minutes of 11th January 2017

This was deferred to the next scheduled meeting.

Minutes of 25th January 2017

The Chairman shared with the Board suggested changes to be reflected in the 2017/2017 Performance Agreement based on the recent appraisal and input from the MD. The discussed proposed changes were noted and will be forwarded to members.

Minutes of 8th February 2017

Copies of the amended draft Performance Agreement 2016/2017 were circulated. The Chairman requested members to review it with a view to the ratification of the agreement at the next meeting. Noted to include in #5, 'Certification of Machine Operator'

No further changes had been suggested to the MD's Performance Agreement 2016/2017. The Board approved the document as presented at the last meeting.

3v. Fleet upgrade – update

Minutes of 25th January 2017

The MD informed the Board that the proposals were currently with the CTC for its consideration. He will inform the Board if items approved.

Minutes of 8th February 2017

The MD informed that CTC has not given approval yet. He will be contacting them today.

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.

4. Planning

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

Minutes 25th January 2017

The Chairman informed a court date of March 30th 2017 has been received. Crown Counsel Ms. Dawn Lewis will try to hold the Albergas' to this date.

The SPM presented a spreadsheet indicating a list of compensation claims that have been agreed and settled for Phase 1 up to December 2016.

Mr. Jon Hall advised that he is still awaiting legal opinion re Blk 20E Par 90.

In regards to Blk 20D Par 432 the Board authorized L& S Dept. to negotiate the price to acquire the entire remainder of the parcel.

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 C1\$250K (but no more) with no access on to the LPHwy. The property has access via Old Crewe Rd.

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 Paul 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.

4ii. Esterley Tibbetts Hwy widening – compensation matters

Minutes of 11th January 2017

Claims for most of the land by the Butterfield roundabout have now been settled but there are still a few parcels to the north which are proving challenging. The Chairman suggested that the land owners need to be reminded that the government has acquired their property and advised when work on the land acquired will take place.

Minutes of 25th January 2017

The SPM updated that compensation claims for Blk 14C Par 43, Blk 14C Par 318 & Blk 14C Par 49 have been agreed and settled. In regards to Blk 13D Par 413 the Board authorized L&S Dept. to negotiate settling the owner's compensation claim as soon as possible.

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 onto the property.

There were no matters for consideration.

4iii. Traffic simulation/forecasting model - update

Minutes of 25th January 2017

The Burns team arrived last week. Seven (7) bids were submitted two (2) dropped out. The seven bids are currently being reviewed to take it down to three (3). Interviews of these three will be done and a report sent to CTC. This is expected to be completed by xx March 2017.

The Chairman requested the DMD to provide a programme re the annual updating of key traffic count data as soon as possible as the anniversary of the 2016 counts was imminent. A tentative schedule for maintenance of the data in future years is also needed.

Minutes of 8th February 2017

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

The DMD displayed a map depicting the traffic count zones. He stated that traffic counts would be conducted over the next 5 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 3 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.

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

Minutes of 11th January 2017

The MD is to revise the Design Project spreadsheet 2016/2020.

Minutes of 25th January 2017

This was deferred to the next meeting.

Minutes of 8th 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.

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

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.

No update provided.

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

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.

No update provided.

5. Operations

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

Minutes of 25th January 2017

No update provided.

Minutes of 8th February 2017

No update provided.

No update provided.

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

Minutes of 25th January 2017

Work is progressing well on this project. A set of design drawings for this project were done and will be used going forward.

Construction of the guard-rail by the Church is to begin shortly.

Section by the round-a-bout is being filled

Still hoping to shortly begin paving the two lanes – Church to Halifax – then open the section to traffic.

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

SPM Scotland advised it was hoped that paving would begin on Friday, 24 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.

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

Minutes of 11th January 2017

The switch over of traffic is now planned for early February 2017.

The MD and the SPM are to meet with DECCO to educate the public via a video on the use of the three (3) lane roundabout. This plan is to be presented to the Board.

It was noted that although a flood test was done, areas are still ponding.

Minutes of 25th January 2017

The traffic changeover is expected to be done this Sunday, January 29th. Signs have been made and street lights up and functioning.

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.

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.

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.

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.

No update provided.

6iii. NRA Compound Plans

Minutes of 8th February 2017

No update provided

No update provided.

6iv. Signage – Primary arterials

Minutes of 25th January 2017

No update.

Minutes of 8th February 2017

No update provided.

No update provided.

6v. Board Members

Minutes of 25th January 2017

- Director D. Walton – Road markings needed on the section off the Chrissie Tomlinson round-a-bout going east to Spotts by the Crighton property.
- Dep. Chairman G. Clarke – Have there been any reports of accidents occurring since the recent upgrade of the Red Bay round-a-bout?
- Director A. Bodden – Re service truck – if located in an auction how can the NRA acquire it? The MD responded that the NRA do not do auction but would use the Credit Card made available to the MD to make a purchase.
- Director S. Panton – The road markings and signage done at the Butterfield round-a-bout could be done at round-a-bouts island-wide.
- Director D. Arch – Can a proposed design be done to alleviate traffic congestion and illegal turns at the Crewe Rd./Jose Gas Station junction? It was noted that the section by Portland Rd re illegal turns is being taken care of.

- Director K. Connolly – The rock design on the Esterley Tibbetts Hwy is being done by DART. NRA reserving road corridor for conduits on this project as well as the LP Hwy extension.

Minutes of 8th February 2017

Director D. Walton – Water from the sprinkler system is still being pooled at the CNB roundabout as well as by the new DIGICEL building. More road markings needed by the Poindexter roundabout. The MD is to contact CNB re the realigning of their sprinkler.

Director K. Connolly – The roundabout on the new section of the ETHwy seems very tight. The section by Camana Bay with the trees is dark at night, better lighting is needed. Clear sight should be maintained at the roundabouts.

Director S. Panton – Persons have been complaining about the uneven surface on the new ET Hwy. The NRA/SPM is to look at requiring the contractor to correct it. Water Authority has done a poor job of retrenching the section of Shedden Rd which they dug up (chip & spray used). The MD is to look into this. Congrats to the MD/NRA on the speedy removal of cars (for sale) by the Butterfield roundabout. He suggested developing a close relationship with DEH/RCIPS to remove the vehicles after a 2weeks notice to remove. The delineators by ALT/Portland Rd are working. Trucks hauling aggregate are severely overloaded. 'No overloading' must be enforced and ensured.

Director D. Arch – No issues.

Director P. (Andy) Bodden – Does the NRA clean up spillage on the road from private trucks moving material from the Port? The NRA does and bills, some pay. The road travelled by trucks from the Port is in a poor condition.

Dep. Chairman G. Clarke – Thanks for the painting the curbing by the Red Bay roundabout.

MD – Fincor has been working on procuring a consulting firm to draft the revisions to the NRA and Roads Law. From the shortlist of firms it appears the 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 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 Wendys. 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 citing relationship with the developer.

6a. Annual Report

Minutes of 11th January 2017

No update.

Minutes of 25th January 2017

No update.

Minutes of 8th February 2017

No update provided.

No update provided.

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

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 11th January 2017

No update provided.

Minutes of 25th January 2017

No update.

Minutes of 8th 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.

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.

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

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.

No update given.

6g. 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 soft shoulder to 'undertake' other vehicles. A section by section deterrent was suggested to basically discourage bad driving.

No update provided.

6vi. Concrete pavement investigation

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 has given permission to use part or whole of their document, *Pavement Type Selection Manual*, FDOT, Oct2013. 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.

6vii. Compensation claims

The board approved the following compensation claims bases on the recommendations form Lands & Survey:

BP574 –Godfrey Nixon Way 13D 119 – Joan Rowe (tenants) - The sum of C\$6850.00 comprising of payment to Claimant and Professional fees.

BP493/PCM East – West Arterial – Kathleen Leonie Merren Ebanks – The sum of \$7,975.04.

6viii. Beach Bay Road Closure/Diversion

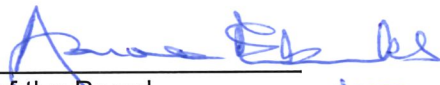
The MD displayed a letter received form Nelson & Co, on behalf of their clients regarding the Beach Bay Road closure/diversion. The letter indicated that NRA approved the above closure/diversion without prior consultation with his clients.

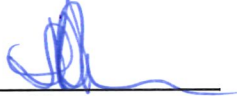
Board Members concurred that the MD respond to the letter advising Nelson & Co of position NRA took on the issue. The letter should advise Nelson & Co that if his clients were not satisfied with the NRA's response they were free to respond with their specific concerns which would be forwarded to Cabinet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

7. Date of next meeting

The next meetings are scheduled for 9:30am for the 8th & 22nd March 2017.

The meeting adjourned at 1:13pm.

Signature 
Chairman of the Board
Confirmation of minutes: 10 May '17
Date:

Signature 
Human Resources Manager
Seconded: Confirmation of minutes
Date: 10th May 2017