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**National Roads Authority**

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**Meeting of the Board of Directors held  
in NRA Conference Room,  
370 North Sound Road, George Town, Grand Cayman Wednesday  
30<sup>th</sup> September at 10:00 a.m.**

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**In attendance were:**

John Ebanks	Chair
Kenross Conolly	Deputy Chair
David Arch	Director
Paul Bodden Jr.	Director
Joni Kirkconnell	Director (via teleconference)
Tristan Hydes	Representative of Chief Officer, Ministry CPI (teleconference)
Edward Howard	Acting Managing Director

**Apologies:**

Nedra Myles	Director
Dane Walton	Director

**Invites:**

Mark Scotland	Special Projects Manager (via teleconference)
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**1. Call to Order**

**Minutes of the 30<sup>th</sup> September 2020**

The meeting was called to order at 10:28am

**2. Minutes of Previous Meetings**

- a. Minutes of 9th September 2020 confirmed – Motioned by Director Arch; seconded Director Kirkconnell
- b. Minutes of the 16<sup>th</sup> September 2020 confirmed – motioned by Director Arch; seconded by Director Kirkconnell

**3. Administration**

**i. Proposed Legislative Amendments**

**Minutes of the 5th August 2020**

The Board scheduled an EO meeting for the 9<sup>th</sup> September, 2020 to review proposed legislative amendments to the Roads Law.

**Minutes of the 2<sup>nd</sup> September 2020**

The scheduled EO meeting date of 9<sup>th</sup> September still stands

**Minutes of the 16<sup>th</sup> September 2020**

The AMD advised that minutes of the 9<sup>th</sup> September EO meeting re: proposed Roads Law amendments will be made available at the next regular meeting

**Minutes of the 30<sup>th</sup> September 2020**

No update

**ii. Anti-Fraud Training**

**Minutes of the 15<sup>th</sup> July 2020**

The AMD reminded the Board that the 2019 audit review stipulated that Board complete AntiFraud Training. The AMD noted that training had been arranged in 2019 however time constraints and other Board commitments prevented Directors from completing the training workshops. The Chairman requested that the acting Executive Secretary arrange for the current Board to partake in the recommended Anti-Fraud training. The Board agreed tentatively to two webinar training sessions on the 12<sup>th</sup> August and 26<sup>th</sup> August 2020 beginning at 9:00am each day.

**Minutes of the 5<sup>th</sup> August 2020**

The Board scheduled an EO meeting for 26<sup>th</sup> August 2020 to afford directors the opportunity to partake in webinar based Anti-Fraud training.

**Minutes of the 2<sup>nd</sup> September 2020**

Directors briefly discussed their thoughts/conclusions of the anti-fraud training video. The Board recommended that NRA staff also be afforded the opportunity to view the video series.

**Minutes of the 30<sup>th</sup> September 2020**

The AMD asked that the Board vote to accept the CIG Anti-Fraud Policy. A recommendation to accept the policy was motioned by Director Arch and seconded by Director Conolly. The motion to accept the Policy was decided by unanimous vote.

**iii. Standards of public life declaration forms**

**Minutes of the 5<sup>th</sup> August 2020**

Members of the Board (including the Chair) upon further review and clarification from other informed sources, opted to complete and submit the standards of public life declaration forms as required.

**Minutes of the 2<sup>nd</sup> September 2020**

The Chairman reminded Directors of their obligation to complete the SPL declaration forms.

**Minutes of the 16<sup>th</sup> September 2020**

The Chairman reminded Directors of their obligation to complete the SPL declaration forms. Director's Arch and Walton asked that the CHRO provide hard copies as previously promised.

**Minutes of the 30<sup>th</sup> September 2020**

The Chairman reminded Directors of their obligation to complete the SPL declaration forms. Hard copies were provided for those Directors who have not yet completed the forms.

#### iv. CFO Finance Report

##### **Minutes of the 5th August 2020**

CFO Bush presented two reports to the Board. The first report included a synopsis of the NRA finances for the fiscal period ending 2019. The second report highlighted the NRA's fiscal status at mid-year 2020.

##### Summary of NRA financial report EOY 2019:

- The NRA achieved approximately \$20M in revenue for 2019. This is comprised of the \$10M road fund revenue plus another \$10M earned revenue from Capital Works funded by Ministry, CPI
- The post-retirement health fund liability (PRHL) continues to be a major contributing factor to annual operating losses for the NRA. The latest actuarial reports now indicate that the current \$1.5M allocation to the fund should be increased to between 1.8M to potentially 2.5M in order to adequately address the liability over the long term (i.e. 25 years)
- The increase in annual PRHL fund payments and the rising cost of materials, equipment and labour means that the NRA's fixed operations budget of \$10M is grossly insufficient to fund the NRA operations on its own. The NRA's operating losses are currently offset by its ability to generate income from Capital Works projects from the Ministry, CPI. The volatility of Capital Works budget leaves NRA in a vulnerable position particularly where Capital Works may be predominantly subcontractor dominant and not requiring a vast majority of NRA labour and equipment resources. Hot mix paving is one such type of Capital Works that requires very little NRA resources.
- The AMD noted that NRA is in a position now where it cannot carry out routine maintenance and rehabilitation activities on its own without assistance from the Ministry. He noted that in recent years the Ministry has been funding pavement rehabilitation projects, district roads upgrades, drainage installations, guardrails, crosswalks, etc to help the NRA financially. Monies that traditionally went to these routine improvements is being directed to the PRHL, and to rising personnel costs (CoLA, pensions, CINICO, etc).
- CFO Bush noted that the previous Board and management had worked feverishly at getting the \$10M cap lifted from the NRA's operational budget. He noted that financially it is not realistic in any line of business to have a capped income. The increase in personnel costs, materials, business operations and other costs require that the NRA have at a minimum a growth factor in its operations budget in order to stay on the level of rising costs.
- The Chair noted that the \$10M cap was placed via an amendment to the NRA Law in 2016; he saw no means of sustainability for the Authority operating under such fiscal restraints
- The AMD reminded the Board that the efforts by the previous Board and management have not been halted and the issues of operating losses have only been temporarily remedied because the Ministry has been able to offset them with increased capital works. The AMD noted that the goal of NRA becoming fiscally self-sufficient requires NRA to be able to meet its operational obligations under the NRA Law irrespective of Capital Works projects from the Ministry. The AMD noted that a good example of this dilemma occurred during the COVID lockdown period whereby the NRA lost the ability to earn income from capital works. NRA was unable to invoice Ministry for

anything simply because COVID 19 restrictions prevent the Authority from carrying out any meaningful capital works. The NRA, during the lockdown period was obligated to pay all staff via its operations budget.

- The AMD noted that FY2019 operational losses show that in order to sustain the current satisfactory level of routine maintenance of the road network the NRA's present annual operational budget should be in the order of \$14M not \$10M.
- DCO Hydes advised the AMD and Chair to summarise these points and provide the Minister with a report on the financial issues and needs of the NRA as soon as possible
- CFO Bush also noted the 2019 financial audit was concluded and the NRA gained an unqualified audit opinion. He also noted that the Auditor General's report to management and the Board contained no issues of grave concern other than the concerns with the operations budget cap.

Summary of NRA financial report mid-year 2020:

The CFO also gave financials and summary notes to the NRA's fiscal position as at the end of June 2020. Highlights are:

- The NRA's overall financial position remains okay despite losses of potential income from the Ministry during COVID19 lockdown.
- There is an outstanding payment due to NRA for the NICE program from 2019 year end programme which NRA expects to be settled soon.
- Admin costs for the NRA have increased and are projected to be approximately \$6M for 2020 (12 months).
- Accrued vacation liability is currently at approximately \$400K which means that NRA has to take stringent action to ensure that employees take most or all of their earned leave before the end of the calendar year 2020.

The next financial update will be given at the end of the third quarter 2020

#### **4. Planning**

##### **4i. Traffic simulation/forecasting model – Recruitment of Traffic Engineer**

###### **Minutes of 17<sup>th</sup> June 2020**

The AMD advised that NRA Management have been revising the JD slightly and will revisit this recruitment towards the end of the summer when it is anticipated that COVID 19 travel restrictions will be lifted. The post is a specialist post that will require an expatriate hire.

**Minutes of the 5<sup>th</sup> August 2020** No further update.

###### **Minutes of the 2<sup>nd</sup> September 2020**

The AMD noted that the recruitment process was being postponed until later in the year when travel restrictions may be relaxed.

##### **4ii. Upcoming projects 2020 – 2021**

###### **a. ACR (Airport Connector Road)**

### **Minutes of the 15<sup>th</sup> July 2020**

The AMD reminded the Board that the ACR Construction Management Services agreement with DECCO had been executed weeks earlier. He noted that NRA is liaising with the Central Procurement Office to develop a framework agreement with local quarry owners for the supply of fill materials to NRA jobs over the next three (3) years.

SPM Scotland advised the Board that NRA and DECCO held their first kick-off meeting the week prior. He also advised that NRA would be liaising with DCO Hydes to arrange an official ground breaking ceremony with Minister Hew as soon as possible.

SPM Scotland discussed various technical aspects of the project such as the geotechnical issues associated with segment 2 of the road alignment as well as issues with the Water Authority water main placement and the proposed handling of the existing MRCU dyke/drainage channel that runs parallel to the planned route.

### **Minutes of the 5<sup>th</sup> August 2020**

SPM Scotland confirmed that the project was due to commence in short order pending the tender award for the first round of road fill materials. He confirmed that a previous planned ground breaking for the project had been postponed however that event would be rescheduled potentially late August 2020.

### **Minutes of the 19<sup>th</sup> August 2020**

The AMD confirmed that work has commenced on the new roadway with slow but steady progress. NRA is awaiting the arrival of new swamp mats that will aid the excavator in working a lot faster.

### **Minutes of the 2<sup>nd</sup> September 2020**

SPM Scotland informed the Board that steady progress is being made on the clearing and sub-base filling of the route. He advised that a separate haul road was being constructed near the route that would keep heavy truck traffic from mixing with traffic generated by Cayman International School.

### **Minutes of the 16<sup>th</sup> September 2020**

SPM Scotland advised the Board that base works which includes clearing and filling are moving along well. Working is being carried out from both ends of the planned route and about 8,000 yds of subbase fill has been installed thus far. SPM Scotland advised that a tender for a larger framework agreement for fill materials was imminent and once implemented NRA would be able to acquire fill materials much faster.

### **Minutes of the 30<sup>th</sup> September 2020**

SPM Scotland gave a brief overview of the progress of the construction and highlighted a new electronic reporting format that the construction managers DECCO are using to track the budget and project schedule.

## **b. East West Arterial (Hirst Rd to LookOut Gardens)**

### **Minutes of the 15<sup>th</sup> July 2020**

The AMD reported that NRA is still in discussion with overseas consultants, TY-LIN with a view to completing a final draft of the RFP for an environmental impact assessment study (EIA). The AMD reminded the Board that DOE has already given the okay for the NRA to proceed with the extension of the EW-Arterial from Hirst Road to Woodland Drive area along with an associated collector road between Shamrock Rd and Hirst Road. The AMD noted that this first phase was approved by DOE because it traverses through an area of land that is already mostly developed. The AMD made clear that the EIA was required for the section of the EW-Arterial that extends east of Woodland Drive. Director Kirkconnell

asked the AMD whether she could be of assistance with future deliberations concerning the EIA given her background in environmental science. The AMD agreed that Director Kirkconnell could be included in future meetings between NRA and DOE regarding the matter.

Director Conolly asked SPM Scotland to further explain the planned intersection of the collector road from the EW-Arterial to Shamrock Road in the vicinity of Agricola Drive. SPM Scotland explained how NRA arrived at its decision to have the collector intersect Shamrock Road further east of Agricola Drive than originally planned. SPM Scotland also explained that the proposed new intersection would include additional widening along Shamrock Road to allow for a right turn pocket and adequate road shoulders. The Board agreed unanimously for NRA should pursue the alignment of the proposed new collector at Little Red Road instead of at Agricola Drive.

**Minutes of the 5<sup>th</sup> August 2020**

SPM Scotland confirmed that NRA would be moving ahead with the design for the section of the E-W between Hirst Road and the Woodland Drive community. A revised alignment of the collector road serving the Lower Valley area would be submitted to L&S along with instructions to proceed with preparation for a Section 3 Gazette. The AMD noted that the NRA was nearing completion of the final draft of the tender documents for the Environmental Impact Assessment (EIA) that DOE and the Environmental Assessment Board (EAB) mandates for the section of the E-W corridor between Woodland Drive and Lookout Gardens.

**Minutes of the 19<sup>th</sup> August 2020**

No significant update. The AMD advised that NRA is finalising the requisite drawings and instructions be sent to Ministry and Lands and Survey for the gazettal of the road (Roads Law Section 3). The AMD also advised that a meeting had been held with DOE and the NRA's contracted environmental consultant and a final draft of the RFP for the EIA procurement was imminent.

**Minutes of the 2<sup>nd</sup> September 2020**

SPM Scotland reported that the requisite drawings are being finalised and the corridor alignment should be ready soon to hand over to Ministry for the Section 3 gazettal process.

**Minutes of the 16<sup>th</sup> September 2020**

SPM Scotland presented an illustration of the planned route along with a newly added major residential subdivision that is being proposed by a local developer. SPM Scotland noted that the NRA would be meeting with the developer to discuss the impact of the Shamrock collector road with the proposed subdivision. He noted that the corridor alignment and collectors should be ready soon to hand over to Ministry and Lands and Survey for the Section 3 gazettal process.

**Minutes of the 30<sup>th</sup> September 2020**

SPM Scotland showed Directors a plan of the proposed gazette alignment and explained that only part of the Shamrock Collector Road would be gazetted at this time because the NRA was still discussing the alignment with affected landowners.

**c. Six-Lane Widening at Shamrock Rd and Crewe Rd (BP 634)**

**Minutes of the 15<sup>th</sup> July 2020**

DCO Hydes advised that the Cabinet Paper has been completed and remained hopeful that it would be considered by Caucus and thereafter Cabinet before the end of July 2020. SPM Scotland reminded the Board that the more significant works such as utility pole replacements, graves removal and accommodation works cannot commence prior to the official Section 3 Roads Law Gazette.

**Minutes of the 5<sup>th</sup> August 2020**

DCO Hydes advised the Board that the Gazette of this road widening was approved by Caucus but is not official until it has been considered and approved by Cabinet.

SPM Scotland reported that pavement upgrades to the Chrissie Tomlinson roundabout were now complete and ready for the installation of new signs and road markings. He added that NRA would proceed with additional lane widening along Hurley Merren Blvd by Barcam Service Station whilst gazette proceedings are finalised for the road widening in the vicinity of Grand Harbour and the Lions Centre.

**Minutes of the 19<sup>th</sup> August 2020**

No update. The NRA is awaiting the approval of the Section 3 Gazette.

**Minutes of the 2<sup>nd</sup> September 2020**

SPM Scotland confirmed that Boundary Plan 634 is now official and the NRA is gearing up to commence with the associated works.

**Minutes of the 16<sup>th</sup> September 2020**

SPM Scotland advised the Board that the relevant Gazettes (Boundary Plans 634 & 637) are now official. He also noted that nearly all of the affected land owners have been consulted and made aware of the impending road works and all necessary accommodation works. SPM Scotland noted that utility pole replacement work by CUC has been off and on and could prove a hindrance to the road works if not resolved soon.

SPM Scotland also illustrated the potential accommodation of a deceleration and acceleration lane for the BARCAM service station.

**Minutes of the 30<sup>th</sup> September 2020**

SPM Scotland gave a brief update on the progress of works associated with removal of walls, poles, and other infrastructure necessary to affect widening to provide a third westbound lane between Red Bay Roundabout and Grand Harbour Roundabout.

SPM Scotland also illustrated the NRA's planned lane reconfigurations at the Red Bay Roundabout.

**d. LPH/Bobby Thompson Way – New alignment**

**Minutes of the 15<sup>th</sup> July 2020**

No update given

**Minutes of the 5<sup>th</sup> August 2020**

SPM Scotland reported that regular meetings with Mr. Thompson had commenced and that the urgency of the Government and their willingness to come to an amicable settlement had been stressed.

**Minutes of the 19<sup>th</sup> August 2020**

DCO Hydes advised that he is preparing a letter outlining options for potential compensation, ex-gratia and accommodation works as a reference point for further negotiations with Mr. Thompson.

**Minutes of the 2<sup>nd</sup> September 2020**

No update given

**Minutes of the 16<sup>th</sup> September 2020**

No update given. AMD advised that he would check with DCO Hydes for an update on consultations with Mr. Thompson.

**Minutes of the 30<sup>th</sup> September 2020**

DCO Hydes reported on the progress of talks with the Thompsons regarding the planned realignment and widening of the LPH and Bobby Thompson Way.

The Chairman requested that NRA management also move ahead with pre-gazette consultation with all other landowners impacted by the proposed scheme.

The AMD advised that the proposed alignment would be forwarded to Ministry and L&S in a week or two pending finalization of talks with developer Rene Hislop who has planning permission to construct a small warehouse at the south-western quadrant of the proposed new roundabout on Bobby Thompson Way.

**e. Gas Station and Mixed Use Plaza (ETH) Butterfield RAB (Block 14C Parcel 307)**

**Minutes of the 15<sup>th</sup> July 2020**

section 17a [Redacted]

**Minutes of the 5<sup>th</sup> August 2020**

section 17a [Redacted]

**Minutes of the 19<sup>th</sup> August 2020**

section 17a [Redacted]

**Minutes of the 2<sup>nd</sup> September 2020**

section 17a [Redacted]

**Minutes of the 16<sup>th</sup> September 2020**

section 17a [Redacted]



## **Minutes of the 30<sup>th</sup> September 2020**

section 17a

### **f. Palmeri Commercial Garage on ETH (13D 345 – access request)**

#### **Minutes of the 15<sup>th</sup> July 2020**

The AMD advised the Board that staff have consulted the Director of Planning (DOP) concerning this matter. The DOP contends that the wording in the approval letter does not accurately convey what the CPA intended. An examination of the minutes of the CPA however show harmony between the discussion and the wording in the decision thus the NRA will take the matter to the Attorney General's Chambers as the CPA's actions clearly usurp the Roads Law.

#### **Minutes of the 2<sup>nd</sup> September 2020**

No update

#### **Minutes of the 16<sup>th</sup> September 2020**

No update however this applicant is also seeking access onto the ETH in the same vicinity. The final outcome of the proposed access for the gas station and commercial plaza would also have a direct bearing on the requested access at this site; the two sites being approximately 500 ft apart.

#### **Minutes of the 30<sup>th</sup> September 2020**

No Update

### **g. Web Rd / Bronze Rd – Gazette**

#### **Minutes of the 15<sup>th</sup> July 2020**

The AMD advised that this is a low priority item however staff will remain vigilant in following up with Lands and Survey and ensuring that the Gazette is processed.

#### **Minutes of the 5<sup>th</sup> August 2020**

No update given

#### **Minutes of the 2<sup>nd</sup> September 2020**

No update

#### **Minutes of the 30<sup>th</sup> September 2020**

No update

### **h. Lissa Lane – Update**

#### **Minutes of the 15<sup>th</sup> July 2020**

No further update. Legal proceedings remain suspended.

#### **Minutes of the 5<sup>th</sup> August 2020**

No significant update however DCO Hydes reported that the Attorney General had recently taken an active interest in getting this matter resolved.

**Minutes of the 19<sup>th</sup> August 2020**

No update

**i. Frank Sound – Wall Encroachment (next to launching ramp)****Minutes of the 15<sup>th</sup> July 2020**

The AMD advised he would have staff prepare a plan for expanding the driveway entrance but preserving the existing parking and mature tree at the front.

**Minutes of the 5<sup>th</sup> August 2020**

The AMD noted that the NRA still proposes to modify the driveway entrance and part of the parking area in order to improve vehicle turning radii and driver sightlines on entry and exit. VO Turner earlier in the meeting had asked the AMD whether a previous plan submitted by the NRA to severe a corner of the adjacent residential property was still valid. A brief discussion ensued about the potential high cost of such a venture given that it would entail demolition and reconstruction of part of a fairly substantial concrete block wall. The AMD advised that he would have staff take a second look at the proposed gazette and make an assessment as to whether it was still worth pursuing.

**Minutes of the 19<sup>th</sup> August 2020**

The AMD advised that staff had not been able to prepare a plan of the wall location versus the intended gazette because NRA access to L&S land information system had been severed during a recent L&S system malfunction.

**Minutes of the 2<sup>nd</sup> September 2020**

The AMD advised that he would have a survey done of the existing corner of the wall and overlay that with a proposed gazette plan that was created late 2019. The plan once prepared will be brought back to the Board for further consideration.

**Minutes of the 16<sup>th</sup> September 2020**

No update

**j. McField Lane****Minutes of the 17<sup>th</sup> June 2020**

The AMD reported that a revised Boundary Plan for Mcfield Ln will be sent to L&S in the next few days. The road was originally gazetted in 2000 but on advice of the Chief Valuation Officer and the Board a new BP will be gazetted. This allows for a slight reduction in the proposed land take at the intersection of Mcfield Ln and Mary St and also affords affected landowners to be duly compensated at today's land rates and not the year 2000. Engineering design of the roadway has also commenced and is expected to be completed prior to the end of July 2020.

**Minutes of the 15<sup>th</sup> July 2020**

No update given

**Minutes of the 5<sup>th</sup> August 2020**

The AMD reported that the gazette instructions for Mcfield Lane are with the relevant Ministry personnel. NRA is working on the final road design in-house and will gear up to start the project once official Gazette proceedings have been completed.

**Minutes of the 19<sup>th</sup> August 2020**

No update given

**Minutes of the 2<sup>nd</sup> September 2020**

A brief discussion ensued regarding this matter. The AMD noted that the proposed BP had been revised to lessen the proposed take from 14CF s.23 however a chamfer was still proposed at that parcel to facilitate safer turning movements at the intersection of McField Lane and Mary Street.

**Minutes of the 16<sup>th</sup> September 2020**

No Update. The AMD confirmed that the gazette instructions are with the relevant parties at the Ministry and Lands and Survey.

**Minutes of the 30<sup>th</sup> September 2020**

The AMD advised that gazette instructions are with Ministry and Lands and Survey and NRA anticipates that Cabinet approval is forthcoming.

**k. Walkers Road to South Sound****Minutes of the 5<sup>th</sup> August 2020**

The AMD noted that NRA utilised the final topographic survey from Lands and Survey to develop two potential road widening options; a 40ft wide corridor or a 50ft road corridor in line with Boundary Plan 9. The AMD illustrated to the Board that though the original 1970's road gazette (BP 9) declared the whole of Walkers Road as fifty feet wide this was no longer feasible along certain constrained sections of Walkers Road. The AMD noted that driver sightline and shoulder widths at the corner immediately south of Stonewall Drive could still be significantly improved with a 40ft wide road expansion versus a 50ft wide road expansion that would adversely impact several residences in this area. The Board voted to have the NRA proceed with a recommendation to the Ministry for gazettal of Walkers Road from Stonewall Drive to the South Church Street intersection at a planned width of forty (40) ft. Either the current or future Government could decide on when to construct the proposal.

**Minutes of the 19<sup>th</sup> August 2020**

No update

**Minutes of the 2<sup>nd</sup> September 2020**

The AMD gave a recap of the issues with this proposed Gazette and the resolutions made by the Board on the 5<sup>th</sup> August 2020 regarding this widening proposal.

**Minutes of the 16<sup>th</sup> September 2020**

The Board asked that the AMD expand the area of the topographic survey done for Walkers Road to also include areas north of Stonewall Drive to Olympic Way in order that the NRA could also look at potential solutions for the traffic by Prep School and St Ignatius.

**Minutes of the 30<sup>th</sup> September 2020**

No update

**5. Operations****5i. District Roads - 2020**

**Minutes of the 15<sup>th</sup> July 2020**

The AMD showed the Board a spreadsheet from the works manager containing the listing of planned access roads for 2020/2021 by constituency.

The AMD advised that the District Roads Programme is a 2 year budget with the goal at 1.6 million per year. The AMD added that NRA is cognisant that elections are planned for May 2021 thus crews will strive to complete the planned improvements in all constituencies prior to then.

**Minutes of the 5<sup>th</sup> August 2020**

No update given

**Minutes of the 19<sup>h</sup> August 2020**

The AMD shared the updated District Roads schedule with the Board. Copies of the schedule with completion status updates would be emailed to Directors.

**Minutes of the 2<sup>nd</sup> September 2020**

No update given

**Minutes of the 30<sup>th</sup> September 2020**

The AMD showed (on screen) the progress update of ongoing repairs to local access roads (aka District Roads Programme). Director Conolly asked about the roads in Admirals Landing. The AMD explained that the Admiral Landing road network is private. The AMD further noted that he is aware that some members of the homeowners association are intending to lobby Government to take over the roads in this subdivision.

**5ii. Selkirk Drive****Minutes of the 5<sup>th</sup> August 2020**

The AMD reported that the remaining survey needed for establishing the parcel boundaries at Selkirk Drive had been subcontracted to a local private survey firm. Work was underway and expected to be completed in a few days thereafter NRA crews would complete necessary base works in preparation for hot-mix paving.

**Minutes of the 19<sup>th</sup> August 2020**

The survey has been completed. Cleaning and base works are scheduled to commence the first week in September.

**Minutes of the 2<sup>nd</sup> September 2020**

No update given

**Minutes of the 30<sup>th</sup> September 2020**

No update given

**5iii. Further Road****Minutes of the 15<sup>th</sup> July 2020**

DCO Hydes (speaking on behalf of the Minister) advised that the second phase of Further Road would not be funded this year (2020) as significant amounts have already spent on this road. DCO Hydes

requested that Further Road to be removed from consideration for 2020. DCO Hydes advised the Board that he would be sending the AMD written confirmation of this directive.

#### **Minutes of the 5<sup>th</sup> August 2020**

The AMD reminded the Board that DCO Hydes advised the Board on the 15<sup>th</sup> July that Ministry would not fund the remaining third phase of Further Road and that the NRA should remove it from its planned works for 2020.

#### **5iv. Water Cay Road**

##### **Minutes of the 15<sup>th</sup> July 2020**

DCO Hydes (speaking on behalf of the Minister) advised that the Northside MLA's request for upgrades to Water Cay Road would not be funded via Ministry's Capital budget for 2020. DCO Hydes advised the Board that he would be sending the AMD written confirmation of this directive.

##### **Minutes of the 5<sup>th</sup> August 2020**

The AMD reminded the Board that DCO Hydes advised the Board at the 15<sup>th</sup> July 2020 meeting that Ministry would not fund the planned phase 1 improvements on Water Cay Road (Cayman Kai) and that the NRA should remove it from its planned works for 2020.

##### **Minutes of the 30<sup>th</sup> September 2020**

DCO Hydes advised the Board that he recently met with MLA Ezzard Miller who is asking for NRA/Ministry to make a start on phase 1 of the Water Cay Road project. SPM Scotland reminded DCO Hydes that this project could not be done this year without postponing work on other district roads which includes roads currently being worked on in Minister Hew's constituency. SPM Scotland advised that he would have NRA staff investigate whether any encroachments have been removed to date and also initiate any further topo survey work that may be necessary. Mr Scotland advised the NRA would then revert with a potential start date for the work bearing in mind that this might not be until early 2021.

#### **5v. Fleet Procurement 2020**

##### **Minutes of the 15<sup>th</sup> July 2020**

The AMD reported to the Board that the first Fleet Subcommittee meeting was held on the 13<sup>th</sup> July 2020 with Director Bodden in attendance. The AMD extended apologies to the Chairman as he had unintentionally not invited him to the Fleet subcommittee meeting. The AMD reported that in attendance with him and Director Bodden were the NRA Fleet Manager, Works Manager and Senior Superintendent. The AMD advised that a range of fleet related issues were discussed including procurement rules for acquisition of new vs used equipment, operator training on new equipment, and the upcoming equipment auction. The AMD noted that minutes of the meeting would soon be made available.

##### **Minutes of the 5<sup>th</sup> August 2020**

The Chair requested that the Fleet Manager be invited to the next Board meeting to give a status report on Fleet matters.

##### **Minutes of the 19<sup>th</sup> August 2020**

NRA Fleet Manager C. Scott appeared before the Board to give a status report on the NRA's Fleet Operations. The FM's report outlined several key areas of the operations and the status of vehicles and

equipment including planned procurement of new and replacement items. A copy of the report highlights will be emailed to Directors.

#### **Minutes of the 16<sup>th</sup> September 2020**

The AMD advised the Board that steady progress is being made with the necessary procurement of equipment and vehicles that had been highlighted in the Fleet Manager's report to the Board on the 15<sup>th</sup> July 2020. Thus far tenders have been completed for a new vacuum truck, new heavy duty dump truck, new medium duty dump body truck and a few smaller items. The AMD advised that ongoing correspondence with the Director of Procurement regarding the process of procuring used heavy equipment has been fruitful. The Director of procurement has laid out the necessary steps by which the NRA can potentially self-source used heavy equipment providing the NRA the option of choosing among different quality brands and vendors who offer good deals on quality equipment with very low operating hours.

#### **Minutes of the 30<sup>th</sup> September 2020**

The AMD advised that the NRA, on advice from the Director of Procurement, is preparing a business case in support of 'self-sourcing' for used heavy equipment.

### **6. Other Business**

#### **6i. Claims for Compensation**

##### **Minutes of the 19<sup>th</sup> August 2020**

. The matter of the compensation claim was not concluded. VO Watson requested that NRA staff provide her with a revised drawing of the Board's recommended setback requirements. VO Watson advised that she would submit the Board's proposal of a 15 ft setback from the road edge to the claimant and revert to the Board at a later date regarding the claimant's response.

##### **Minutes of the 2<sup>nd</sup> September 2020**

Claimant: section 23 \_\_\_\_\_ Amount: \$15,000 + fees

VO Spencer joined the Board in person to discuss a settled claim related to BP 575 on 14D s.23. The Board voted to accept the recommendation of the Valuation Office regarding this parcel.

Godfrey Nixon Extension \_\_\_\_\_ BP 591

VO Spencer also gave a brief update on the progress of settlements relating to Godfrey Nixon extension project.

VO Spencer left the meeting at 12:21pm

##### **Minutes of the 16th September 2020**

SVO Watson joined by teleconference at 11:02am to give a status update on the matter last discussed on 19<sup>th</sup> August 2020 regarding the compensation claim affecting Block 10E Parcel s.23. SVO Watson explained that L&S have reached a final agreement with the claimant in respect to a close and vest of surplus land for 10E s.2 in the amount of 17, 490 sq ft. There is to be no monetary compensation however the amount owed for legal fees in the amount of \$1,650 payable to the claimant's agent. The Board voted unanimously to accept the claim as presented by SVO Watson.

#### **6ii. Board Members Requests**

### **Minutes of the 1<sup>st</sup> July 2020**

The Chair requested that NRA install a blinking (LED) Stop Sign at the slip lane by Red Bay Primary and the former Commercial Car Wash facility in Red Bay.

The Chair requested that NRA carry out shoulder improvements on Crewe Road in the vicinity of 'Benny Ross' corner.

Director Conolly asked for an update on the previous Board's request for consideration of pedestrian crossings at the Butterfield Roundabout.

Director Arch requested that NRA install lane dividers on the eastbound approach to the Crewe/Smith Road roundabout to prevent incessant weaving between the two lanes on approach.

### **Minutes of the 15<sup>th</sup> July 2020**

Director Kirkconnell advised the AMD of her concerns with work zone setups by NRA staff and asked that it be addressed.

Director Arch:

- Fincor development at South Church St construction traffic blocking the road frequently; this must be addressed.
- Public launch ramp in South Sound near Hislop Development is inaccessible to the public. AMD to check the legal status of the right of way (ROW) and also advise the Public Lands Commission of any corrective action that may be necessary.

DCO Hydes:

- DCO Hydes asked that NRA and other agencies be more aggressive with derelict cars along the roads. One area in particular is Red Gate Road.
- The launch ramp at North Sound Barcadere is causing damage to vehicles because there is a steep ridge by the new ramp area. The recent earthquake caused further damage to the ramp. Minister Hew requesting NRA to review and address the issue so the public can use the area safely.
- Ritz Bridge West Bay road. Depressions are worsening and require urgent attention. The AMD advised that this matter is included as a priority paving item.
- Cayman Water Company has an air valve in the road outside their main offices that protrudes above the road surface and needs to be levelled as soon as possible.
- DCO advised that he sent a document to AMD from DART attorneys about the landscaping from Camana Bay going north. They want to surrender the medians and landscaping. AMD and DCO Hydes stated they have reservations, due to such as expense to manage these areas or why they want NRA to take these over. DCO Hydes to seek legal advice on the contract and responsibilities.
- DCO Hydes recommended that the ground breaking ceremony for the ACR be held on Friday 24<sup>th</sup> July 2020.

Director Bodden

- Recommends NRA install two drains at Alto Way off Ryan Road to help with flooding in the area.

- Shamrock road east of Christian Berry Drive (Block 32 Parcel<sup>s,23</sup>). Director Bodden asks that NRA address the mature trees that are restricting motorists' line of sight whilst turning out of Christian Berry Drive.

Director Conolly:

- Asks for removal of Cactus Tree in road shoulder, east of Frank Sound road
- Iron Shore Guest house wall (West Bay) has cacti overgrowth that poses a danger to public. Location: Birch Tree Hill Road. Executive Secretary volunteered to take picture of location and provide to staff for action.

Chairman:

1. Northward intersection needs a turning lane for motorists turning into Northward from the east. AMD asks to have staff develop scheme for this for review and consideration by the Board.
2. Asks NRA to research and report on the responsibility and upkeep of dyke roads. AMD advised that these are built primarily on private lands and are not protected by Law. The AMD noted that the topic of maintenance and protection of dykes had been discussed at a recent sitting of the Legislative Assembly.

### **Minutes of the 5<sup>th</sup> August 2020**

Director Bodden:

- Asked for NRA to investigate and deal with potential encroachments (bush and large boulders) on Guy Harvey's corner, South Church Street.

Director Conolly:

- Asked about work zone safety procedures on the roads. There is a noted absence of signs, cones, traffic control at work sites
- Reported that a section of streetlights just west of Tarpon Springs in Breakers have noticeably been out for several weeks

Chairman:

- Requested a status report on the dips/undulations in the pavement at South Sound near the Rugby Pitch and boat dock
- Asked about a section of sidewalk in front of Tortuga Warehouse on North Sound Road (opposite entrance to Webb Road)
- Reported flooding at #168 Selkirk Drive. There are a few other residents in Selkirk Drive that are experiencing minor ponding of water in their yards.

### **Minutes of the 19<sup>th</sup> August 2020**

Director Walton:

- Water Street is in poor condition. Director Walton asks if NRA could move Water Street forward on the list for repairs.
- The short link road off Rex Crighton Blvd forming part of Chime Street is in dire need of repairs
- Director Walton asked for an update on the intended repairs to Newlands Launch Ramp



Director Arch:

- Reminded management of the need to replace the delineators at Crewe Road adjacent to Joses Esso
- Asked for an estimated repair date for the WA trench at the intersection of Elgin Avenue and Hospital Road.

Chairman:

- Reminded AMD of his previous request for shoulder upgrade on Crewe Road adjacent to the Airport fence
- Asked that the AMD look at having a section of the splitter island curbing removed to better facilitate low boy trailers heading east from the Crewe Road/Shedden Road roundabout.

Director Bodden:

- Asked when paving upgrades would be done on North Sound Road

Director Conolly:

- Advised AMD of overgrown cactus trees hanging over wall into the road shoulder at Ironshore Guest House at 417 Birch Tree Hill Road.

### **Minutes of the 16th September 2020**

Director Arch:

- Asked about an illegal garage being operated adjacent to the roundabout intersection of Smith and Crewe Road.

Director Walton:

- Asked about the status of the tree encroachment in front of the Coe residence on South Church Street
- Asked about Lakeport Street drains and Water Authority trench reinstatement

Director Kirkconnell:

- Reminded AMD about the need to have the delineators on Crewe Road (by Joses) replaced as soon as possible

Director Bodden:

- Asked about the status of Mastic Road in Frank Sound and whether there was any effort to get the road declared as public and a legal width established.

### **Minutes of the 30<sup>th</sup> September 2020**

Director Bodden:

- Asked what NRA and/or Planning Department would do to resolve the issue of the inconsistent road width along Mastic Road in Frank Sound. He advised that a standardised road width should be gazetted.

Director Kirkconnell:

- Requested school markings and school zone signs for Montessori pre-school on Crewe Road
- Asked for NRA to investigate the backing up of cars on the east bound left lane leading to the Prospect Primary School on Rex Crighton Blvd.

Director Conolly:

- Requested rumble strips at the small roundabout at Town Hall Road and Hell Road intersection.
  - Asked about the reason for having delineators at the front of condo developments such as Christopher Columbus, The Avalon, Great House, etc.
- Asked for the NRA to consider installation of guardrail for a short section of Boatswain Bay Road near the Lighthouse.

Chairman:

- Requested bush cutting at three areas in Northward subdivision. These are: 1. Intersection of Northward Road and Crysdel Road 2. By [REDACTED] Northward Road, and 3. On the bend of Northward Road near H.M. Prison Block 37A [REDACTED] and 37A [REDACTED].

DCO Hydes:

- Advised the Board of ongoing discussions with the Burke family regarding a proposal by the Burkes for potential cost sharing to develop approximately 700ft of the Airport Connector Road corridor (by George Town Barcadere) in order to provide access to an inland parcel on which the Burkes propose to build a warehouse park.

### **6iii. Miscellaneous Items:**

#### **Minutes of the 5<sup>th</sup> August 2020**

##### **i. Explosives and Blasting Report by Senior Engineer (SE)**

SE Jackson joined the Board to give an update on blasting and explosives issues in Cayman.

Highlights are as follows:

- SE Jackson reported on the status of magazine inspections and advised that some inspections were delayed due to the COVID19 lockdown.
- SE Jackson responded to a question regarding transport of explosives. He explained that explosives are transported with RCIPS escort and cleared immediately so nothing is stored or kept on the Port.
- Responding to a question from the Chair regarding tamper safety measures at magazines the SE advised that magazine inspections are conducted to ensure prescribed safety and security measures are being followed.
- SE Jackson advised that all magazines meet USA Alcohol, Tobacco and Firearms (ATF) requirements with regards to storage and separation of magazine and magazine contents.
- Director Arch asked how many persons generally have access to magazines. SE Jackson answered that typically 1 to 2 persons are granted authorised access by the magazine owner.

- Director Conolly enquired about the number of magazine sites across the islands. SE Jackson advised that there are 3 magazines on Grand Cayman; 1 magazine on Cayman Brac and 1 magazine on Little Cayman
- SE Jackson spoke briefly about the “Skyhawk” GPS monitored tracking system that is being tested by one local magazine owner. He offered to give a demonstration of the system at a future date.

SE Jackson left meeting at 11.30.

**ii. Crosswalk Options for Savannah Tall Tree Area**

The AMD shared three potential options for new crosswalks in this area. He noted that the previous Board had requested the pedestrian improvements; options had been presented but the Board had not agreed on an option. The AMD noted that NRA was desirous in moving forward with the pedestrian improvements which also included consideration of a sidewalk on a parcel of land owned by the church. Directors Bodden and Arch offered to speak with representatives of the church regarding the NRA’s suggestion of a sidewalk.

**Minutes of the 16th September 2020**

The Board deliberated various options for a potential new crosswalk and bus layby for the westbound lanes by Savannah Rubis gas station. Director Walton expressed concerns about the proposed location just east of the service station. SPM Scotland also voiced his disapproval of a crosswalk just east of the service station. The Chairman recommended that the NRA staff examine the potential for a crosswalk either directly in front of the gas station or further west in front of Wendys Restaurant. The AMD advised that he would have staff look at other options as discussed by the Board and revert. A short discussion ensued about the need for public buses to pickup and dropoff passengers in private commercial establishments (like Countryside, Grand Harbour, etc) rather than stopping on the main arterial.

**iii. Newlands Barcadere launch ramp**

The AMD shared photos of the damages at the boat ramp and discussed potential solutions for repairs. The project was originally assigned by Ministry to PWD about 2 years prior however Ministry now requests that NRA coordinate the repairs to the ramp and also address the drainage in the parking lot.

**iv. Esterley Tibbetts Highway – landscaping on northern section medians and roundabouts**

A healthy discussion ensued concerning the overgrowth of the medians and roundabouts from Governors Harbour north to Batabano. DART officials had recently informed the NRA that they no longer wish to continue with upkeep of the landscaping in this area. The aforementioned area has not been cut by DART since March 2020 and has drawn outcry from members of the public. The AMD and DCO Hydes both confirmed that talks are ongoing with DART officials over the ongoing maintenance of the medians and roundabouts.

Minutes of 2<sup>nd</sup> September 2020 – The AMD presented photos of the ETH median and roundabouts north of Governors Harbour and noted that NRA has been working in tandem with CMC landscaping to de-brush the overgrown areas that have not been addressed since March 2020.

**Minutes of the 16th September 2020 No**

further update.

**v. Walkers Road School Traffic – Prep School and Catholic School drop-off areas**

**Minutes of the 16th September 2020**

Director Arch asked the AMD what measures (if any) are being considered to help the morning and evening traffic congestion being experienced on Walkers Road by the St Ignatius and CI Preparatory School. SPM Scotland and others gave accounts of their experiences with drop-off and pickup of children at these areas. The AMD added that Minister Hew has asked whether it would be possible to utilise part of the old CIHS bus parking area to create a drop-off lane for Prep School. SPM Scotland reiterated the need for CIG to move ahead with the comprehensive plan that was approved by the NRA Board a few years back. This plan involved a crescent shaped road connection involving Walkers Road, Olympic Way and Academy Way. The Crescent is almost complete and only requires a road connection to be completed through the John Gray High School Campus.

**Minutes of the 30<sup>th</sup> September 2020**

The Board revisited discussions concerning the current congestion on Walkers Road in front of the Prep and St Ignatius school campuses. The need for the development of the Olympic and Academy Way Crescent was once again endorsed. DCO Hydes advised that he would be meeting soon with officials from the Ministry of Education in an effort to further promote the concept.

**vi. Cayman Softball Association**

**Minutes of the 16<sup>th</sup> September 2020**

The Board approved a request for two loads of reclaimed asphalt millings to be donated to the Cayman Softball Association to help with their efforts in creating a makeshift parking area at their field next to the Jimmy Powell Cricket Oval in West Bay.

**vii. Brac Paving MOU**

**Minutes of the 16<sup>th</sup> September 2020**

The AMD reported that at meetings held on the 14<sup>th</sup> and 28<sup>th</sup> of November 2018 the NRA Board had examined the details of the Paving MOU with BRAC PWD. It was reported at the time that a few units of equipment had remained in the BRAC since 2010; these are a 2006 Blaw Knox Paver, 2006 Chevy Colorado, a 2006 small roller, a 2007 flat trailer. All units are now past their replacement date of 2018 (based on a 12 year replacement schedule).

The NRA wrote to the District Commissioner in November 2018 regarding the potential end of the monthly rental arrangement for the NRA equipment especially considering that the amount paid in totality by District Admin had now exceeded the value of the equipment. There had been some moderate level of effort made to bring an end to the agreement however this effort stalled. The Deputy District Commissioner through an email to the AMD on the 11<sup>th</sup> of September 2020 has asked that rental agreement be brought to an end and that a resolution be made concerning the paving equipment that remains in the BRAC.

The Board unanimously agreed to end the monthly payment arrangement and to allow the District Administration to retain the paving equipment as it was past its useful life. It was also deemed non-beneficial for the NRA to incur shipping charges to return old equipment to Grand Cayman that would be of no practical use to the NRA who no longer maintains a paving unit.

**7. Date of Next Meeting**

- 14<sup>th</sup> October – regular board meeting

There being no further business, the meeting was adjourned at 2:18 pm.

Signature \_\_\_\_\_

Chair of the Board

Confirmation of minutes

Date:

Signature \_\_\_\_\_

Executive Secretary

Seconded: Confirmation of minutes

Date: