
**National Roads Authority
Minutes of the Three-Hundred & Eleventh
Meeting of the Board of Directors
held in NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday 5th August at 9:30 a.m.**

In attendance were:

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

Invites:

Mark Scotland	Senior Project Manager (via video conference)
Shena Ebanks	Chief HR Officer (Acting Executive Secretary)

1. Call to Order

Minutes of the 5th August 2020

The Chair called the meeting to order at 10:18 am

2. Minutes of Previous Meetings

- a. Minutes of 15th July 2020 confirmed

3. Administration

i. Proposed Legislative Amendments

Minutes of the 5th August 2020

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

ii. Anti-Fraud Training

Minutes of the 15th July 2020

The AMD reminded the Board that the 2019 audit review stipulated that Board complete Anti-Fraud 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 12th August and 26th August 2020 beginning at 9:00am each day.

Minutes of the 5th August 2020

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

iii. Standards of public life declaration forms

Minutes of the 5th 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.

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.

4. Planning

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

Minutes of 17th 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 15th July 2020

No further update.

Minutes of the 5th August 2020

No further update.

4ii. Upcoming projects 2020 – 2021

a. ACR (Airport Connector Road)

Minutes of the 15th 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 5th 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.

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

Minutes of the 15th 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 5th 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.

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

Minutes of the 15th 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 5th 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.

d. LPH/Bobby Thompson Way – New alignment

Minutes of the 15th July 2020

No update given

Minutes of the 5th 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.

e. Gas Station and Mixed Use Plaza (ETH) Butterfield RAB (Block 14C Parcel S.23.a)

Minutes of the 15th July 2020

Section 23. a

Minutes of the 5th August 2020

Section 23. a

f. Palmeri Commercial Garage on ETH (13D S.23.a - access request)

Minutes of the 15th 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 5th August 2020

No update given

g. Web Rd / Bronze Rd – Gazette

Minutes of the 15th 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 5th August 2020

No update given

h. Lissa Lane – Update

Minutes of the 15th July 2020

No further update. Legal proceedings remain suspended.

Minutes of the 5th August 2020

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

i. Frank Sound – Wall Encroachment (next to launching ramp)

Minutes of the 15th 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.

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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.

j. McField Lane

Minutes of the 17th 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 15th July 2020

No update given

Minutes of the 5th August 2020

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

k. Walkers Road to South Sound

Minutes of the 5th 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.

5. Operations

5i. District Roads - 2020

Minutes of the 15th 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 5th August 2020

No update given

5ii. Selkirk Drive

Minutes of the 15th July 2020

No update given

Minutes of the 1st July 2020

The AMD reported that the Chief Surveyor has advised that the earliest his department can attend field surveys at Selkirk Drive is at the end of September 2020. The AMD noted that he will therefore request the services of a private surveyor to complete the task.

Minutes of the 5th 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.

5iii. Further Road

Minutes of the 15th 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 5th August 2020

The AMD reminded the Board that DCO Hydes advised the Board on the 15th 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 15th 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 5th August 2020

The AMD reminded the Board that DCO Hydes advised the Board at the 15th 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.

5v. Fleet Procurement 2020

Minutes of the 15th July 2020

The AMD reported to the Board that the first Fleet Subcommittee meeting was held on the 13th 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 5th August 2020

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

6. Other Business

6i. Claims for Compensation

Minutes of the 15th July 2020

VO Watson joined the Board via teleconference at 11:00 am to discuss matters relating to claims on the following land parcel: Block 10E Parcel Section 23. a

VO Watson explained that the matter is tied to the original BP which gave effect to the closure of West Bay Road in that location in favour of the Esterley Tibbetts Highway. VO Watson outlined a proposal to offer a close and vest of a portion land comprising approximately 18,110 sq. ft. which adjoins the claimant's property on the west of ETH, Block 10E Parcel ^{s23.8} VO Watson explained that L&S were recommending the close and vest as an offset to monetary compensation due. The Board after deliberation agreed to the proposal as presented by L&S Valuation however instructed VO Watson to include a restriction regarding driveway access points. VO Watson asked that the AMD provide her office with written instructions regarding the access stipulations so that she could further discuss with the Claimant and revert to the Board. The AMD agreed to the intended plan of action.

VO Watson left the teleconference at 12:00pm

Minutes of the 5th August 2020

VO Spencer joined the Board via teleconference at 11:30 am to update the Board on the property cost estimate report for ongoing land settlements related to the Godfrey Nixon Widening formally gazetted as Boundary Plan 591. Key issues surrounding the discussions include:

- An assessment of those parcels of land whereby replacement costs rather than straight land loss compensation might be a consideration
- Explanation of how claims affected tenanted vs owner occupied properties were being valued
- Summary of which properties have been settled outright vs those that are still in negotiation

The discussions concluded with the Board advising VO Turner to revise the report and resubmit for further consideration. DCO Hydes upon receipt of the revised report would discuss with Minister Hew and seek Cabinets determination on how to proceed with matters relating to ex-gratia payments for replacement values of homes or physical replacement of homes in order for the NRA to achieve vacant possession of the lands affected by the corridor. The approach decided by Cabinet would determine how quickly and effectively NRA would be able to advance with the actual construction of road.

VO Spencer left the meeting at 12 noon.

6ii. Board Members Requests

Minutes of the 1st 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 15th 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 24th 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 s.23.a). 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 5th 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.

6iii. Miscellaneous Items:

Minutes of the 5th August 2020

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.

- 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.

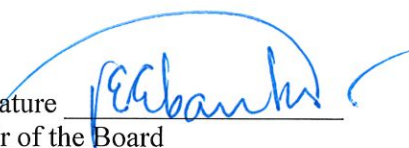
- Newlands Barcadere launch ramp

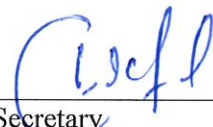
The AMD shared photos of the damages at the boat ramp and discussed potential solutions for repairs. The project was originally assigned by Ministry to PWD about 2 years prior however Ministry now requests that NRA coordinate the repairs to the ramp and also address the drainage in the parking lot.

7. Date of Next Meeting

- 19th August – regular board meeting
- 26th August – EO mtg for Anti-Fraud Training
- 2nd September – regular board meeting
- 9th September – EO Mtg for Roads Law Amendments overview
- 16th September – regular board meeting

There being no further business, the meeting was adjourned at 2:00 pm.

Signature 
 Chair of the Board
 Confirmation of minutes
 Date:

Signature 
 Executive Secretary
 Seconded: Confirmation of minutes
 Date:

