
National Roads Authority
Minutes of the Three-Hundred & Ninth
Meeting of the Board of Directors
held in NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday, 15th July at 9:30 a.m.

In attendance were:

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| John Ebanks | Chair |
| Kenross Conolly | Deputy Chair |
| David Arch | Director |
| Dane Walton | Director |
| 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

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The Chair called the meeting to order at 10:00 am with an opening prayer.

Welcome: The Chair welcomed Directors to the meeting. In keeping with recommended social distancing recommendations Directors were provided with the option of attending the meeting via electronic video conference.

Chairman updated the Board as to the presence of the Chief HR Officer and that she was covering the meeting due to unavailability of the Executive Secretary.

2. Minutes of Pervious Meetings

- a. Minutes of 17th June 2020 signed
- b. Minutes of 1st July 2020 – confirmed

3. Administration

i. Proposed Legislative Amendments – EO meeting scheduled 22 July 2020

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The Board scheduled a meeting for the 22nd July, 2020 to review proposed legislative amendments to the NRA Law. An overview of the proposed amendments to the Roads Law will be held at an EO meeting at a future date.

ii. Anti-Fraud Training

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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.

SPM Scotland inquired whether the Board had been made aware of the Standard of Public Life declaration forms that were due by the 31st July 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.

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No update given

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No further update.

4ii. Upcoming projects 2020 – 2021

a. ACR (Airport Connector Road)

Minutes of the 1st July 2020

The AMD reported that the Construction Management Services agreement with DECCO had been vetted and final execution of the agreement would take place during the week of 7th July 2020.

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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.

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

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The AMD noted that NRA is awaiting responses from an overseas consultant with respect to comments received from DOE in June 2020. Once these comments were provided another meeting would be held with DOE in efforts to complete a final draft of the RFP for the EIA.

The AMD also reported that pre-gazette consultation would resume with property owners in the areas where several options of an intersection of the Lower Valley Connector with Shamrock Road are being pursued.

DCO Hydes relayed a request from Minister Hew that the Board consider discussing with DOE the option of implementing context-sensitive design of the E-W that would include at least 30% of the planned roadway constructed above grade in order to guard against obstruction of overland storm-water flow. DCO Hydes also requested that (given COVID 19 travel restrictions) NRA determine from DOE whether the hydrological assessment portion of the EIA could be performed by a local engineering consultant.

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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.

c. Six-Lane Widening at Shamrock Rd and Crewe Rd

Minutes of the 1st July 2020

DCO Hydes informed the Board that the Section 3 Gazette did not make any of June meetings of the Cabinet but would be rescheduled potentially for one of the July meetings.

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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.

d. LPH/Bobby Thompson Way – New alignment

Minutes of the 1st July 2020

No update given

Minutes of the 15th July 2020

No update given

e. Gas Station and Mixed Use Plaza (ETH) Butterfield RAB (Block 14C Parcel ^{s.23.a})

Minutes of the 1st July 2020

The AMD confirmed that a revised site plan submitted by the applicant has been reviewed by NRA staff and our previous decision of no ingress/egresses via ETH has been restated. NRA will continue to monitor the status of the application at the Department of Planning.

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The AMD updated board that he is waiting planning's confirmation on the status of this application as the plan was adjourned.

f. Palmeri Commercial Garage on ETH (13D ^{s.23.a} – access request)

Minutes of the 1st July 2020

No update given

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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.

g. Web Rd / Bronze Rd – Gazette

Minutes of the 1st July 2020

The AMD advised that staff following up on the gazette plan for this project.

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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.

h. Lissa Lane – Update

Minutes of the 1st July 2020

No further update. Legal proceedings remain suspended.

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No further update. Legal proceedings remain suspended.

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

Minutes of the 1st July 2020

No update given

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.

j. McField Lane

Minutes of the 17th June 2020

The AMD reported that a revised Boundary Plan for Mcfield Lane 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 1st July 2020

The AMD advised that Section 3 Gazette instructions were sent to Ministry CPI and L&S on June 28, 2020.

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No update given

5. Operations

5i. District Roads - 2020

Minutes of the 1st July 2020

The AMD advised that the District Roads Programme was finalised as expected but a final list would be made available at the next Board meeting.

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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.

5ii. Selkirk Drive

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.

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No update given

5iii. Further Road

Minutes of the 1st July 2020

No update given

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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.

5iv. Water Cay Road

Minutes of the 1st July 2020

The AMD advised that encroachment notices were being finalised for phase 1 (Sand Point to Finger Cay) and would be ready for mailing the week starting 6th July, 2020.

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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.

5v. Fleet Procurement 2020

Minutes of the 1st July 2020

The AMD noted that he would schedule a meeting sometime during the week starting 6th July with the Fleet manager, Director Bodden and others to discuss NRA fleet requirements.

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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.

6. Other Business

6i. Claims for Compensation

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There were no compensation claims or related items addressed at this meeting.

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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 s.23a 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

6iii. Board Members Requests

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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.

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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.

6iii. Miscellaneous Items:

Explosives Update – Snr. Engineer

Minutes of the 1st July 2020

No update given


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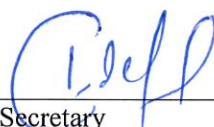
Board has asked for a follow up on the report previously given by the Senior Engineer. Interests were expressed for an update on the satellite monitoring system that has been ongoing trial tests on a local explosives magazine. The AMD will have the NRA Senior Engineer give the Board a brief demonstration of how this system works at the next board meeting. The AMD is to invite the SE Jackson to give an update on Explosives and Blasting at the next Board meeting.

7. **Date of Next Meeting**

The next two meetings of the Board will be held on the 5th and 19th August 2020

There being no further business, the meeting was adjourned at 1:50 pm.

Signature 
Chair of the Board
Confirmation of minutes
Date:

Signature 
Executive Secretary
Seconder: Confirmation of minutes
Date:

