
**National Roads Authority
Minutes of the Two Hundred & Eleventh Meeting
of the Board of Directors
held in
NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday 11th January, 2017 at 9:30 a.m.**

In attendance were:

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

Invitees:

Mark Scotland	Special Projects Manager - NRA
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Apologies:

Tristan Hydes	Director Designate of Chief Officer, Ministry PLAH&I
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1. Call to Order

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

2. Minutes of Previous Meetings

- a. 30th November 2016 – confirmed - for signature
- b. 14th December 2016 – confirmed – for signature

3. Administration

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

Minutes of 09th November 2016

An email from MERCER in response to the Chairman's email to them was circulated. The CFO informed that for the cost of \$5K, MERCER indicated in its report that the liability due re pension and health insurance to be \$11M and there may be additional costs. Of this \$11M the NRA needs to know how much to set aside each year to meet this and to show this in their accounts. This amounts to \$5M per annum.

The Chairman noted that the NRA needs to know what the rate is to accumulate this and how much to build up to reach this target. He is to respond to the email.

Minutes of 30th November 2016

The Board was provided with a copy of the response received on 24 November 2016 from the Public Service Pension Board regarding the fee proposal by MERCER. The Chair suggested that as this agency was more familiar with this kind of work than the NRA and considered the proposal reasonable, the Board should accept it and request that MERCER make every effort to keep the cost to the lower level. The Board approved his suggestion.

Minutes of 14th December 2016

The Chairman informed members of a tele-conference held with MERCER last Wednesday. He noted that the report (by MERCER) quantifies the liability. Basically the value of the liability fluctuates as per the Bond market. MERCER is to go ahead in preparing the funding analysis for 2015/16 which is anticipated to be completed by Christmas for presentation to the January 2017 Board Meeting.

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

3.ii. Capital Budget – Compensation & Construction Funding

Minutes of 30th November 2016

The Chair advised that in order to try to break the apparent stalemate at the Ministry with regard to whether the current funds available were adequate to allow the Minister to take forward to Cabinet the gazetting of BP 600 for the roundabout on L P Hwy, he had put forward what he considered to be practical suggestions based on earlier advice from L&SD on the term of settling claims. He had suggested that a reasonable profile to assign to claims by year as a percentage of total is:

Year 1 - 35%;

Year 2 - 30%

Year 3 - 25% (a total of 90% in the first 3 years); and

Year 4 - 10%

If this were accepted, the current funding was adequate.

Minutes of 14th December 2016

The MD advised that there were no changes on the master sheet. He requested Mr. Hall (L&S) to do a spread sheet indicating what claims have been settled and the amount and approximate cost to be settled.

The Chair suggested that the MD ascertain the compensation costs as projected by L&SD for BP 588 – Airport Connector Road gazetted on 07 December 2016 and add that item to the spreadsheet doc *Projected Funding Requirements for Compensation Claims for 2016-2017 and 2018-2019 Budget Cycles*, 29Nov16.

3iii. Financial Report – July – December 2016

This was deferred to the next scheduled meeting.

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

This was deferred to the next scheduled meeting.

4. Planning

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

Minutes of 09th November 2016

No update given.

Minutes of 30th November 2016

The Chairman informed that he was still waiting on a response in regards to a court date.

The SPM advised that it was his understanding that the gazetting of BP600 was still on hold. The delay was due to concerns regarding whether there were adequate funds to pay compensation (see item 3.ii. above).

Minutes of 14th December 2016

The SPM advised that the Gazette for the roundabout has been approved.

Mr Jon Hall attended. The Board conveyed its approval of the acceptance of the late submission of intention to claim from the owner(s) of Block 20E Parcels 153, 172, 339 and 340.

The Chair advised that Ms Dawn Lewis, Crown Counsel, has submitted to the Listing Officer at the Court dates that both parties are available for January to March 2017. It is hoped that the Court will offer a date in January/February 2017.

The Chairman is hoping a court date will be set by the next meeting January 25th, and if not then the Board may have to revisit its current strategy. This had been conveyed to Ms Dawn Lewis, Crown Counsel.

In regards to the closure of the end of Melody Lane, it was suggested that if Legal Dept. opts to indicate that the adjacent land owner (block 20E, parcel 90) is entitled to submit a claim then due process would occur. However, if the legal opinion is that the owner is not entitled, the Chairman suggested that the Board should still consider inviting the owner to submit a claim without prejudice as he felt that it was obvious that the owner would need to make some modifications in order to continue to enjoy her property as she had been doing...

– The Board approved payment as per the recommendation of L&SD to the owner(s) of block 20E parcel 130REM4 as a result of a claim arising from BP 592. The Board also approved the NRA to replace the barb wire fence along the property and assess whether there is any need for drainage facilities to mitigate flooding of the property.

4ii. Esterley Tibbetts Hwy widening – compensation matters

Minutes of 30th November 2016

The SPM advised that several compensation claims are pending (Blk 14C 43, BLK 14C 318, Blk 14C 49, Blk13D 440, Blk 13D 83 and Blk 13D 413).

Minutes of 14th December 2016

Mr Jon Hall attended and presented his memo of 09 December 2016 recommending settlement of the claim by the owner of Block 14C, Par 49.

The Board approved payment of CI\$854,366.44 as follows:

CI\$821,062.00 for the land, buildings and out of pocket disbursements
CI\$31,208 representing up to a maximum 6 months rental cover whilst another property is procured.
CI\$2,066.44 re professional fees

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

4iii. Traffic simulation/forecasting model - update

Minutes of 09th November 2016

The DMD advised that as of November 4th, 2016 this project is live. The deadline for the first set of questions is November 15th with December 29th the deadline to submit a proposal. It was suggested that January 2017 be given as the deadline instead of in December 2016. The NRA contacted overseas firms re the modules, and four (4) out of eleven (11) have confirmed.

Minutes of 30th November 2016

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

Minutes of 14th December 2016

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

The DMD advised that 12 January 2017 is the deadline for submission of proposals. These will then be reviewed by the 18 January 2017. Personnel from Burns are expected on island next week to assist with the review and recommendations.

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

Minutes of 14 December 2016

No update provided.

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

5. Operations

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

Minutes of 30th November 2016

No update provided.

Minutes of 14th December 2016

No update provided.

No update.

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

Minutes of 30th November 2016

The SPM updated that work on this project was progressing well and he provided photos of various sections of the work being done. Drain wells were completed. Water Authority's work on the section to Halifax is ongoing and almost completed. A density gage is being used to test the density of the aggregate used in the road construction.

Work on the wall fell 2weeks behind due to the weather but is now back on target with the last section of the wall was poured yesterday and the Church is happy with the wall as is. The new electrical service for the Church was completed.

CUC has been held up with the relocating of its poles with two owners rejecting the relocation so far. NRA is to meet with CUC again in regards to this issue. The SPM propose that in future to formulate a relocation plan with CUC on the relocation of CUC poles on private property.

The new houses are to be completed prior to the old being demolished and persons relocated.

The planning process is now holding up the tendering process for the construction of the houses.

A draft Agreement between the NRA and the three (3) home owners whose houses are to be relocated was done. The document will be sent to someone in Legal for vetting prior to signing. This is basically the provision of house and land in lieu of compensation. A Stamp Duty waiver has been requested for land owner to Crown and a waiver from Crown to owner.

The MD wrote to CUC re NRA's proposal to install street lights and CUC responded with a proposed discount on the installation of the lights. The proposed rates were sent to the ERA and now waiting for their response. It was noted that the new proposed rates for the LED lights on aluminium poles were lower than current rates for HPS lights.

The installation of duct space on the two (2) highways (the E/W Arterial & the ETH) is being looked into with the ICTA. The SPM is to find out how much does a duct space cost to put in fibre optic cables. He is also to find out what size duct is required 6" or 4", how much to install and if feasible for the NRA to do. It was suggested to do the ducts the same place as the street lights.

The Char advised that he had just learned that the gazette was now going ahead and it is required to know the impact of the cost of doing the roundabout now versus a later date. The SPM is to provide this information to the Minister.

Minutes of 14th December 2016

The SPM advised that:

- sections of the curbing had to be redone;
- culverts are being installed;
- culverts and curbing should be completed in January 2017;
- the planning application for one house has been approved;
- the wall at the church is now completed;
- the Water Authority's installation of water mains complete;
- de-mucking of the roundabout is expected to begin in January 2017; and accommodation works at the Church are almost complete with parking lot striping and small strip of paving along concrete wall remaining.

With regards to the pole relocation, CUC still has not produced a plan and schedule for relocating the poles. The Chairman requested the SPM to do a summary of what has been done and send to CUC saying the Board requested it to be done and ask if the NRA can get the cost and plan of relocating the poles and when this is to be completed (copying the Chairman and MD).

In regards to the property adjoining the Church, it was recommended that L&SD go back to the owner with an offer to purchase the entire parcel.

The roundabout by east of Halifax Rd is now gazetted and construction expected to begin shortly.

There are still issues with pole relocation as no firm date for this to be done has been given by CUC. A pole relocation plan needs to be done.

Planning approval for two (2) houses has been received and the tenders for construction of these are out. The construction of the big house will begin once from the Estar report is considered by the CTC.

Lands & Survey Dept. is seeking legal opinion on the impact on block 20E, parcel 90 of the closure of the end of Melody Lane.

Work from Silver Oaks to Halifax is progressing well.

It was suggested that signs indicating "Construction Area – No Access - Access will be at your own risk", be erected on the work site. Pedestrians, cyclists and joggers have been seen in the area.

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

Minutes of 30th November 2016

No update provided.

Minutes of 14th December 2016

The switch over of traffic is expected to be done early January 2017 and the NRA is currently doing the signage for this.

DECCO and Island Paving are currently doing checks/tests on levels as it appears it has deviated at least 1" off the design. A flood test is also to be done.

Pumps are to be installed on the pedestrian underpass which floods when it rains.

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

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

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

5iv. Crewe Road/Tropical Gardens upgrade

Minutes of 26th October, 2016

The MD advised Silver Oaks to Navis Close was surveyed and the horizontals completed. The Chairman requested the following information by the next meeting:

- Vertical design
- Estimate cost of works

He further stated this information was necessary to factor it in as a project.

Minutes of 09th November 2016

No update given.

Minutes of 30th November 2016

No update given.

Minutes of 14th December 2016

The MD is to follow up on the re-design of this project. The proposed alignment is to go to Jose Gas station with the least impact on the houses. The cost estimate of CI\$400K is high but includes sidewalks. Sidewalks north side – Palm Dale to Tropical Gardens, curbs on the south side. If this project is to be done in 2017 calendar year adjustments will have to be done.

The Gazette for Tropical Gardens was sent in March and C. Brown is to follow up.

The MD is to do a plan indicating land take, sidewalk on the north side down to Palm Dale and how long the vertical design will take to do and costing.

The MD is to also do a vertical design of the curve section of road by Dominos/Church of God Savannah.

The Chairman noted that the Crewe Rd. upgrade and the one in Savannah (Dominos/Church of God) are small projects that the NRA can do. The Board agreed. The MD is to do the designs, costing and length of time to do them.

The MD advised that this project has not yet been gazetted, expected to be done in two (2) weeks. He also advised that the final detailed design for this project is being done.

In regards to the Savannah (Dominos/Church of God) proposed project, the Chairman informed the Board that he had spoken to Mrs Maxine Roberts, one of the current co-owners, and she had indicated that the family was willing to sell the small property across from the church to the CIG. No price had been discussed but an undertaking had been given to let her know in the New Year how soon the CIG would see itself wanting to complete the acquisition. The Chair asked the MD to have L&SD prepare a valuation of the property.

6. Other Business

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

Minutes of 30th November 2016

Re the proposed Airport Connector Road project the MD displayed the old design to members and advised that in light of the DART/CIG/NRA Agreement the NRA was now pushing ahead to have the gazette done before the deadline in December 2016 expires.

The MD required the Board's approval to re-do the BP plan for submittal. The Board gave approval for the MD to go ahead and do the re-design for submittal.

Minutes of 14th December 2016

The MD met with Burns and requested they provide a signal option for fuel trucks at the junction re the Airport connector project.

6ii. Legal action – Bodden Holdings Ltd.

Minutes of 12th October 2016

The MD advised that the proposal was done. The proposal has not been presented to the Bodden's and this needs to be done before time expires.

Minutes of 26th October 2016

No update; as contact had not been made with the Bodden's. The Chairman advised the MD to contact Crown Counsel and ask her to attend meeting with the Bodden's and their legal representative.

Minutes of 09th November 2016

No update provided.

Minutes of 30th November 2016

The MD informed members that he had met with the owners and they were not happy about the possibility of not having left off/left on access. They had stated that the property would not have been purchased if the proposed access was not there as previously agreed.

The MD is to do a re-design with a deceleration lane for a left off access but no left on and to seek an estimate from L&SD as to what compensation may become liable if the NRA recommended such an arrangement.

Minutes of 14th December 2016

No update given.

No update.

6iii. NRA Compound Plans

Minutes of 30th November 2016

No update given

Minutes of 14th December 2016

No update given.

No update.

6iv. Signage – Primary arterials

Minutes of 29th September 2016

When designing signs, the Chairman encouraged the MD to keep in mind who the signs best serve. Using this approach there should be certain considerations:

- (a) The size of the sign – on particular roads i.e. signs based on a 40mph approach should be larger than those on a 30 mph approach.

(b) Signs indicating primary destinations – the font should be bigger

The MD indicated he would look into adjusting the 16 signs that were recently erected. Prior to procuring other signs, a presentation would be made to Board Members for review and comments.

Minutes of 12th October 2016

The MD displayed a proposed sign and noted that the standard font was 4" which will now be 6". The Chairman informed that the essence of signage is visual recognition. Back to the drawing-board for re-design.

Minutes of 26th October 2016

No update provided.

Minutes of 09th November 2016

No update given.

Minutes 30th November 2016

No update given.

Minutes of 14th December 2016

No update provided.

No update.

6v. MD – Appraisal 2015/2016

Minutes 30th November 2016

The Board accepted the proposal communicated by the Chairman by e-mail on 23 November 2016 and approved the appointment of a panel or committee comprised of S. Panton, G. Clarke and the Chair to conduct the appraisal, with facilitation by R. Dunn who had developed the document, and report back to the Board on the MD's performance assessment and what if any bonus he should be awarded.

Minutes 14th December 2016

The Chair and members of the committee appointed to appraise the performance of the MD advised the Board of the meeting held on 07 December 2016 with the MD. The MD had provided his self-assessment on 09 December 2016 and the committee presented its assessment completed on 14 December 2016.

The Board accepted the assessment of the committee and the Chairman communicating to the MD accordingly.

The Board ratified the approval of the recommendation of the MD appraisal committee (previously given by round-robin via email) for the payment to the MD of a bonus of 2.0% of his annual salary for his performance over the period 01 August 2015 – 31 July 2016.

6a. Annual Report

Minutes of 26th October 2016

The MD displayed the Draft Annual Report and explained it still had a few minor details to be reviewed. The Chairman asked the MD to circulate the document once completed for Board Members to review prior to the next Board Meeting.

Minutes of 09th November 2016

No update given.

Minutes 30th November 2016

The Chairman requested Members to review for the next meeting.

Minutes of 14th December 2016

The Chairman again requested Members to review for the next meeting.

No update.

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

Members were informed that a Minister is requesting installation of city water on this road however Water Authority will only follow the BP. It was noted that the BP and the gazetted road is on separate lines and it will be costly to have a survey of the entire road done. The Chairman suggested it be done in phases with the first phase from John McLean Dr to Winters Land Rd. approximately one (1) mile. The MD is to follow up re the survey cost for the next meeting.

No update provided

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

Director Panton queried the possibility of a third lane off the Red Bay round-a-bout going to South Sound. This is to be looked into.

Minutes 30th November 2016

Director Panton reminded members of his request for a third lane off the Red bay round-a-bout to South Sound.

Minutes 14th December 2016

No update provided

Director Panton suggested that the NRA explore the land acquisitions that would be necessary to have three (3) lanes of traffic from Silver Oaks to Grand Harbour to Red Bay and recommend what steps should be taken to secure the opportunity and to make this a reality.

6d. Clearing of vegetation – Lantern Point/East/West Arterial

Director A. Bodden noted that motorists coming from the East/West arterial is having difficulty seeing traffic coming from Spotts at this roundabout and is requesting that the vegetation on arterial side be cleared. This is to be done.

The MD apologised for not having attended to the necessary clearing and undertook to have it done.

6e. Fleet Acquisition

The MD reported that he and two staff members had visited the US seeking to identify suitable equipment for purchase as per the fleet upgrade approved by the Board on 21 July 2016.

He provided a spreadsheet to members indicating proposed vehicle and equipment for purchasing based on prices from various sources..

The Chairman requested the MD to provide the estimated and proposed costs of the items. The MD undertook to do so by e-mail and stressed the urgency of an early approval by the Board.

The MD is to update the Board on the recruitment of a Fleet Manager at the next scheduled meeting.

6f. Senior Engineer (SE)

Director Connolly queried now that there is a Special Projects Manager (SPM) what is the individual in this post doing. The MD advised that the SE is now doing more in the design engineering area and not doing so much into blasting as before. P. Berry is working more in the blasting area and works along with the SPM.


6g. Miscellaneous matters:

- It was noted that on a section of Shedden Road (North Sound Rd to Buttonwood Plaza) the Water Authority (WA) is currently replacing their water lines. The NRA is to follow up to ensure that WA resurfaces the road properly.
- At the junction of Hurst Rd and the E/W Arterial a “Keep Left” sign needs to be erected as it was noted that motorists especially tourist are turning on the right side.
- Water from the sprinkle is being pooled at the CNB roundabout and the drain by the entrance of the Cayman Centre needs to be checked as water is also collecting there as well.
- The section by AL Thompson compound, Portland Rd needs to be improved as motorists are making all kinds of illegal turns there.
- The exit from South Sound section of the Grand Harbour roundabout has cracked up. The MD informed that this is being looked at.

7. Date of next meeting

The next meeting is scheduled for 9:30a on 25 January 2017.

The meeting adjourned at 12:54pm.

Signature 
Chairman of the Board
Confirmation of minutes:
Date: 08 Feb. '17

Signature _____
Executive Secretary
Seconded: Confirmation of minutes
Date:

