

# MINUTES

NATIONAL ROADS AUTHORITY

## BOARD OF DIRECTORS MEETING #411 THURSDAY, 17 JULY 2025

A meeting of the Board of Directors of the National Roads Authority (NRA) was called and held at the NRA's Administration Building, Boardroom, 370 North Sound Road, George Town, Grand Cayman, Cayman Islands (CI) (the "Authority") on 17 July 2025 at 10:00 AM. The meeting was also held remotely via Zoom (the "NRA Board Meeting" or the "Meeting").

### 1. OPENING OF THE MEETING

WELCOME AND CALL TO ORDER

- 1.1 The Chairman welcomed the members of the Board which consist of voting members (the "NRA Board of Directors") and non-voting representatives from CI Government (CIG) and the Authority (the "NRA Board Members") that were in attendance (with each being a "Director" or a "Member" respectively, and together, the "NRA Board" or the "Board"). The Meeting was called to order at 10:10 AM.
- 1.2 The Chairman proceeded with the Meeting and confirmed that Ms. LeSanneo McLaughlin, the convening Executive Secretary to the NRA Board (the "Secretary"), was present for the purpose of recording the minutes.

### 2. NOTICE AND QUORUM

ATTENDANCE AND APOLOGIES

- 2.1 With the Meeting now open, it was recognized that nine (9) Members of the NRA Board were present either in-person and/or via Zoom; while two (2) Members tendered their apologies:

#### Present (Attendees)

1. Mr. Richard Parchment – Chairman
2. Mr. Stanley Panton – Deputy Chairman
3. Mr. Paul 'Andy' Bodden – Director (via Zoom)
4. Mr. Kelvin Dixon – Director (via Zoom)
5. Mr. Peter Campbell – Director
6. Mr. Dominic Williams – Director
7. Mr. Alfred Dane Walton – Director (via Zoom)
8. Ms. Andrea Fa'amoe – Deputy Chief Officer, Ministry of Planning, Lands, Agriculture, Housing and Infrastructure (PLAHI) (non-voting)
9. Mr. Edward Howard – NRA Managing Director (MD) (non-voting)
10. Ms. LeSanneo McLaughlin – Executive Secretary (non-voting)

#### Apologies (Absentees)

11. Mrs. Heidi Hunte-Webster – Director
12. CIG Ex-Officio – Financial Secretary or Designate (non-voting)

QUORUM ESTABLISHED

- 2.2 The Chairman confirmed that the NRA Board Meeting was quorate.
- 2.3 IT WAS RESOLVED that in accordance with Section 8 (1) (6) (8) of the National Roads Authority Act (2024 Revision), the Meeting could proceed.

2.4 It was further noted that the following **CIG Departmental Representatives** were invited to attend and present at this Meeting at their allotted time:

- Ms. Ruth Watson - Chief Valuation Officer (CVO), Department of Lands and Survey (LSD)
- Mr. Jairus Ndoma - Senior Valuation Officer (SVO), LSD

### 3. DISCLOSURE OF CONFLICT OF INTEREST

3.1 The Chairman referred to conflicts of interest and queried whether any Member had a conflict to disclose. The Board unanimously declared that there were none.

3.2 The Chairman advised, should any conflicts arise during the Meeting to declared it at that time.

### 4. RATIFICATION OF MINUTES

4.1 The Chairman proceeded and referred to the minutes of the previous meeting which was held on 19 June 2025 (respectively, the “Prior Minutes” and the “Prior Meeting”).

4.2 The Chairman queried whether there were any amendments to the Prior Minutes to highlight. A Director referred to the introduction paragraph, sections 2.2 and 7.4 and recommended minor adjustments. It was further noted that a paragraph would be removed from sections 7 and 8. The Secretary agreed to review and make the suggested changes.

4.3 **IT WAS RESOLVED** that subject to the amendments, the Prior Minutes (19 June 2025) be ratified.

4.4 Moved by [Redacted - FOI Act S23] and seconded by [Redacted - FOI Act S23]. The decision was unopposed.

### 5. MATTERS ARISING FROM THE PRIOR MEETING

5.1 The Chairman referred to matters arising from the Prior Meeting. The Board confirmed there were none.

5.2 Regarding the action items of the Prior Meeting (the “Action Points” or “AP”), it was noted that there were ten (10) APs and AP 1, 4, 7 and 10 were completed and therefore closed.

5.3 For AP 2 and AP 5 on NRA’s internal procedures and policies, it was noted that the Compliance Catalog and Succession Strategy Plan to be presented by the Chief Human Resources Office (CHRO) and the MD, was deferred to a future meeting. The Chairman advised that the Consultant who is assisting in drafting the Compliance Catalog can attend a meeting to present the proposed policies.

5.4 For AP 3 and AP 9, regarding supplementary budget and possible extraordinary meeting to review the same, it was noted that the funding was not confirmed as yet and an update would be provided in due course. The APs would therefore, remain open.

5.5 For AP 4, regarding the NRA Deputy MD position, the MD provided an update and advised that the contract was accepted and signed. The AP was closed.

5.6 For AP 6 on the NRA quarterly financial updates by the Chief Financial Officer (CFO), it was noted that that this would be added to the August 2025 meeting agenda. Until it is presented, the AP would remain open.

5.7 For AP 8, regarding the request for [FOI S23] the Esterley Tibbetts Highway (ETH) for the [FOI S23] [FOI S23], an update would be provided at a future meeting. The AP remains open.

## BROUGHT FORWARD ACTION ITEM

5.8 It was noted that there was a brought forward action item from the meeting of 22 May 2025; AP 4. The presentation on the Roads Act amendments was rescheduled for this meeting, however, PLAHI requested that it be deferred for a future meeting. The AP would therefore, remain open.

5.9 There were no further matters to bring to the Board's attention.

## 6. LANDS AND SURVEY - CVO PRESENTATION OF CLAIMS

6.1 The Chairman welcomed CVO Watson and SVO Ndoma (together, the "LSD Team") to the Meeting at 10:35 AM. It was noted that the memo(s) indicated the boundary points (BP) that affected the respective properties; due to the road openings in that area. The compensation claim(s) being presented were as follows:

- a) Redacted - FOI Act S23
- b) Redacted - FOI Act S23
- c) Redacted - FOI Act S23 Redacted - FOI Act S23
- d) Redacted - FOI Act S23

6.2 It was established that a Notice of Intention to make a claim for compensation (a "Notice") is processed via the Schedule Form A of the Roads (Forms for Compensation) Regulations (1998 Revision) of Section 9(1), Roads Law (2005 Revision) (the "Roads Act") (the "Form A").

6.3 CVO Watson advised that LSD received a Form A after the mandatory 90-Day period from all of the above-listed (the "Late Notice").

**LATE CLAIM FOR COMPENSATION –** Redacted - FOI Act S23 **– PROPOSED ROAD OPENING,** FOI S23  
Redacted - FOI Act S23

6.4 LSD received a Late Notice (Form A) on FOI S23, from Redacted - FOI Act S23 (the "Claimant") for the FOI S23 public road opening of the above-named area that will affect FOI S23 (the "Claim").

6.5 The Board reviewed and agreed to accept the Claim as per Section 9(1), Roads Act.

6.6 **IT WAS RESOLVED** by the NRA Board that the Late Notice for the Claim be approved.

6.7 Moved by Redacted - FOI Act S23 and seconded by Redacted - FOI Act S23. The decision was unopposed.

**LATE CLAIM FOR COMPENSATION –** Redacted - FOI Act S23 **– PROPOSED ROAD EXTENSION OF**  
Redacted - FOI Act S23 Redacted - FOI Act S23 – FOI S23

6.8 LSD received a Late Notice (Form A) on FOI S23, from Redacted - FOI Act S23 (the "Claimant") for the FOI S23, road extension of the above-named area that will affect FOI S23 (the "Claim").

6.9 The Board reviewed and agreed to accept the Claim as per Section 9(1), Roads Act.

6.10 **IT WAS RESOLVED** by the NRA Board that the Late Notice for the Claim be approved.

6.11 Moved by Redacted - FOI Act S23 and seconded by Redacted - FOI Act S23. The decision was unopposed.

**LATE CLAIM FOR COMPENSATION – Redacted - FOI Act S23 – PROPOSED ROAD OPENING FOR**

Redacted - FOI Act S23

Redacted - FOI Act S23

Redacted - FOI Act S23

Redacted - FOI Act S23

Redacted - FOI Act S23

Redacted - FOI Act S23

Redacted - FOI Act S23

- 6.12 LSD received a collective Late Notice (Form A) on FOI S23, from Redacted - FOI Act S23 Redacted - FOI Act S23 (the "Claimants") for the FOI S23, FOI S23 road widening of the above-named areas that will affect FOI S23 (the "Claim").

- 6.13 The Board reviewed and agreed to accept the Claim as per Section 9(1), Roads Act.

- 6.14 IT WAS RESOLVED by the NRA Board that the Late Notice for the Claim be approved.

- 6.15 Moved by Redacted - FOI Act S23 and seconded by Redacted - FOI Act S23. The decision was unopposed.

**LATE CLAIM FOR COMPENSATION – Redacted - FOI Act S23 9 – PROPOSED ROAD OPENING FOR**

Redacted - FOI Act S23

Redacted - FOI Act S23

FOI S23

- 6.16 ABSTENTION: Redacted - FOI Act S23 declared that he would not be participating in this matter and chose not to cast a vote.

- 6.17 CVO Watson proceeded and noted that LSD received a Late Notice (Form A) on Redacted - FOI Act S23, from Redacted - FOI Act S23 (the "Claimant") for the FOI S23, FOI S23 road widening of the above-named area that will affect FOI S23 (the "Claim").

- 6.18 The wider Board reviewed and agreed to accept the Claim as per Section 9(1), Roads Act.

- 6.19 IT WAS RESOLVED by the NRA Board that the Late Notice for the Claim be approved.

- 6.20 Moved by Redacted - FOI Act S23 and seconded by Redacted - FOI Act S23.

- 6.21 The MD confirmed that the respective approved claim letters will be provided to CVO Watson following the Meeting.

- 6.22 As there were no further matters for consideration the Chairman thanked the LSD Team for their presentations and they left the Meeting at 11:16 AM.

**7. CHAIRMAN UPDATES**

- 7.1 The Chairman advised that he had no matters to bring to the Board's attention.

**8. NRA MD PROJECT UPDATES**

- 8.1 The Chairman referred to the general updates and road projects of NRA (the "Road Projects") and welcomed the NRA MD to provide an update. It was noted that supporting documentation and/or road maps were provided and outlined at the Meeting.

**PROJECT FUNDING**

- 8.2 Infrastructure Project Funding – The MD advised that, to date, the NRA supplement funding has not been confirmed and this will delay any current road works. An update will be provided once the approved funding is announced.

**RECRUITMENT**

- 8.3 NRA Deputy Managing Director – In extension to the AP 4 update, it was further added that the Deputy MD would commence the first week of September 2025.

## INTERSECTION ROAD PROJECT

- 8.4 **Environmental Impact Assessment (EIA)** – The MD presented an EIA report on the East-West Arterial (EWA), Frank Sound Road project.
- 8.5 In summary, and as noted in the EIA, the expansion of the EWA to Frank Sound along with other highway improvements and highway transport interventions, are critical to overcoming existing national infrastructure deficits. The focus is primarily to:
- Provide a disaster-resilient alternative route.
  - Meet the existing and projected multimodal travel needs through improved traffic conditions.
  - Provide an enriched quality of life through improved mobility and accessibility for residents and visitors alike; while preserving the unique environment of Grand Cayman.
  - Shifts over 50% of east-west traffic to a safer facility with up.

- 8.6 A discussion ensued amongst the Board regarding the site plan and the road upgrades. There was nothing further to add.

## NRA POLICY AND PROCEDURAL MODULES

- 8.7 **Consultant Update** – The MD provided an update noting that the engagement contract was completed. The development of the NRA internal policy documents will include:
- Policy 1: Drug Use Policy
  - Policy 2: Employee Allowance Policy
  - Policy 3: Employee Education/Learning and Development Policy + Forms
  - Policy 4: Compensation and Benefits Policy

- 8.8 An update will be provided when the modules are drafted.

## LAND ACQUISITION

- 8.9 Redacted - FOI Act S23 – It was noted that the first deed of settlement, release and discharge between NRA and Redacted - FOI Act S23. The MD advised that, to date, NRA and Redacted - FOI Act S23 has yet to come to an agreement and therefore, this may be escalated to the Roads Assessment Committee (RAC).

## GENERAL ROAD WORKS

- 8.10 **Road Works** – A discussion ensued amongst the Board regarding current road works. The MD highlighted the following road projects:
- **Crewe Road Roundabout** – Substantial progress has been made to the King's parking lot and the link road to Edgewater Way. The curbing and water main installation are also near completion on 'King's Way'.
  - **Road Lanes** – The third lane on LPH and Crewe Road was opened. A Director recommended that a press release be sent out from NRA so that the public is made aware that it is a temporary lane.

- 8.11 There were no further MD matters to bring to the Board's attention.

## 9. ANY OTHER BUSINESS

- 9.1 The Chairman referred to any other business and queried as to whether there were any further matters to bring to the Board's attention.

- 9.2 **Board Subcommittees** – A Director queried whether the subcommittees for Fleet and Audit would resume. The MD advised that he would provide an update at the next meeting.
- 9.3 **Guard Rail** – A Director raised his concerns regarding the guard rail being removed in East End and queried whether it will be enforced to have these placed back by the individual. The guard rails are the property of the NRA and no permission was granted to have them removed.
- 9.4 **Signage** – A discussion ensued amongst the Board regarding removing illegal signs on the roadside. It was noted that there should be a uniform design for all pedestrian crossings and signage to be placed before all speed-bumps.
- 9.5 The MD advised that he would have the above-mentioned concerns reviewed and addressed.

## 10. DATE OF NEXT MEETING

- 10.1 The next monthly meeting of the Board is scheduled for **Thursday, 21 August 2025 at 10:00 AM**, as Directors' schedules permit.

## 11. CLOSE OF THE MEETING

- 11.1 With there being no further business, the Meeting ended at 12:39 PM.



**CHAIRMAN**

Mr. Richard Parchment



**EXECUTIVE SECRETARY**

Ms. LeSanneo McLaughlin

RATIFICATION DATE: 21 AUGUST 2025