

Present:	Colford Scott Barry Martinez Mrs. Christine Maltman Brian Ebanks Steve McField Justin Bodden David Fawcitt Ronnie Dunn Brian Tomlinson Edward Howard Paul Parchment Uche Obi Denis Thibeault Peter Ogden Mrs. Lois A. Hall-Vaughan	Chairman Designate Director – Min. DAW&GA Designate Director for Financial Secretary Managing Director Deputy MD – Admin & Planning Actg. Dep. MD – Eng. & Operations Senior Evaluation Officer (Lands & Survey) – invited Assist. Director – Transportation – invited Senior Engineer - invited Executive Secretary
Apologies:	Troy Whittaker Darrel Rankine Mrs. Pearlina McGaw-Lumsden Ms. Levonne Ryan	Deputy Chairman

2. Confirmation of Minutes

The Minutes with minor amendments were confirmed by Director B. Ebanks and seconded by Director C. Maltman.

3. **Matters Arising**

a. **Draft Board Directives**

The Chairman enquired of the members if they would prefer to deal with the items listed all at once or individually (i.e. approve as one document or individually). He suggested that items be selected for discussion at each meeting. Director B. Ebanks suggested that two to three items be done per meeting. Director Mrs. C. Maltman suggested items be done as recommended by the MD. This will be discussed at the next scheduled meeting.

b. **Leases – Kingbird Drive Warehouses/CAC**

1. Kingbird Drive Warehouses

The MD advised that the Lease Agreements for the two warehouses have been signed by the Chairman, Dep. Chairman, a Notary Public, Heritage Holdings and a check was now being prepared for submission to Lands & Survey for registry.

c. **Budget 2009/10**

The MD informed members that he and the Chairman met and discussed the proposed budget and resubmitted it to the Ministry. He advised that the previous directive received from the Ministry to further cut the NRA budget by approximately \$1M was a miscommunication. He noted that as a result of work of doing work such as the paving at the Credit Union the NRA is now earning enough money to make the Budget workable.

He also noted that the NRA currently spends more than it receives hence the need to possibly downsize staff (proposed 22 persons to be laid off i.e. expatriates and retirees). Director R. Dunn requested the MD to give the Board a reasoning behind the layoff decisions proposed. He stated that he did not think it made sense to lay off the field workers (i.e. the people doing the physical work such as the paving crew) while keeping the Administrative staff. Director S. McField suggested that the information be circulated and reviewed by the Personnel Sub-Committee for recommendation to the Board to be ratified. Director R. Dunn suggested that just the positions and not names and pictures be produced as those were not factors that would be affecting his decision. Director S. McField suggested that the list include all retirees on contract, expatriates on work permits and persons near retirement but who are not on contract. Management was requested to along with the positions also produce the reasons for being laid off, salary, years of service, status and proposed savings. Director R. Dunn stated that if the main reason for this exercise is to save then we need to understand the rationale behind the various proposed cuts. He suggested that it may be possible to layoff five (5) persons making \$20K per year or one (1) person making \$100K per year and achieve the same result.

The Chairman noted that management is to recommend to the Board concerning the proposed staff cuts, how the NRA will still maintain its operations with the possible reshuffling of the organization and that all functions and duties will still be provided. He brought to the Board's attention the varying end dates of contracts for the proposed staff cuts and the need for the Board's approval of the proposed staff cuts to begin the process of sending out letters re non renewal of employment, the processing of severance packages as some employees in the proposed list may have already begun making holiday travel plans.

Director R. Dunn stated that the proposed merging of the NRA should be considered when deciding who stays and who goes as duplications of positions may occur.

Director Designate D. Fawcitt advised that as the last meeting the directive stated that retirees and expatriates were to be cut. However the decision for the NRA to go back is still on the table. The Chairman noted that there were three possible changes for the NRA:

1. A physical move by the NRA i.e. from Dorcy Drive to the PWD Compound
2. Returning from an Authority to a Government Department
3. Return to Government but remain an individual entity

However nothing has been communicated by the Ministry to either the Board or management concerning the proposed move. It was noted that the Personnel Sub-Committee did not address the downsizing from an Authority to a Department or merge with PWD at its last meeting. Director R. Dunn said that his understanding was that the move being contemplated was one that would return the organization to its pre 2004 status.

The movement of the Budget from approximately \$20M to \$14M requires management and the Board's decision concerning staff cuts to be made until directed otherwise. Director R. Dunn pointed out that the reduction of some \$6M was not entirely operating costs associated with the day to day running of the NRA. Some of these monies were as a result of subcontracts which the NRA awarded last year. Therefore, if the NRA did not award those contracts this year and consequently did not earn the corresponding revenue, then it would have a nil effect. The MD pointed out that the amount associated with subcontracts was approximately \$3.9M.

The Chairman suggested the scheduling of a special meeting (Extraordinary Meeting) of the Board to discuss the recommended proposed staff cuts. Wednesday, October 21, 2009 at 1:00pm was decided to be

date for this meeting. Director R. Dunn enquired how soon management could provide the information requested by Director S. McField. The MD responded that most of it is already done and would need to look at the individual crews for inclusion. Director Mrs. C. Maltman agreed that this information should come to the Board for ratification. Director R. Dunn also requested that in addition a summary report be done on the proposed staff cuts and should be delivered by hand.

Director B. Ebanks questioned why the work of the subcommittee was being repeated by the entire Board and the need to have a subcommittee if the entire Board would essentially do over the work that the subcommittee does. Director R. Dunn stated that this was the first time in the history of the NRA that such large scale staffing cuts were being contemplated and therefore the full Board should have an opportunity to review the work of the subcommittee before voting on the matter.

d. Guidance on the payment of Professional Fees in relation to Compensation Claims under the Roads Law.

The object of this draft document prepared and presented by Mr. U. Obi for the Board's approval is to clearly state grounds rules concerning claims for compensation submitted to the Board for approval. Copies of the document were circulated to members for review prior to the meeting.

The Chairman requested a motion be moved for the approval of the document (with some editing done). Director S. McField moved the motion and it was seconded by Director B. Ebanks. The motion was approved and accepted by the Board.

e. Proposal from Director S. McField

This was deferred to the next scheduled meeting.

f. Required vehicles and available funding

Director R. Dunn noted that the surplus an Authority makes at the end of the fiscal year should be forwarded to core government. He stated that there are certain exceptions such as the Water Authority who retains their surplus to use as capital to expand water supply. He suggested that an option that may be available to the NRA is for a letter to be written to the Financial Secretary requesting permission to retain the surplus in order to possibly purchase needed vehicles/equipment.

He made the point that representations have been made to the effect that the NRA is shrinking the local heavy equipment market by going out and purchasing equipment which are available for rent on island by small businesses and that the NRA should be mindful of that along with the operating costs of ownership when deciding to buy.

The Chairman spoke about the potential delays and inefficiencies that could result from not owning the machine. These include work crews being idle as they wait for equipment. He further queried why the Volvo model was being contemplated in the proposed list of equipment to purchase. He noted that the existing models (such as Caterpillar) were more familiar to the operators and mechanics of the NRA and parts could be sourced more easily. The NRA Management advised that a Volvo dealership was being established on the island, they had received a presentation from the owners of the dealership and the prices for the Volvo equipment compared favourably to that of other models.

The Chairman requested that a list of needed vehicles/equipment be done indicating the year of vehicle/equipment the new vehicle/equipment is replacing and suggest why the change of model if required. He noted that the NRA is a first responder in the event of a disaster e.g. a hurricane, but if the NRA does not have the necessary equipment then the private sector will respond.

g. Update from Designate Director D. Fawcitt on payment of Ministry bills

Director Designate D. Fawcitt advised that the NRA invoices submitted to the Ministry are still outstanding and that the Ministry has not issued any checks except for outstanding items.

The Chairman noted that the NRA reserves will be kept for essential things and that vehicle cost (request for vehicles) could be treated as an equity injection. The MD noted that as of October 5, 2009 cash in hand minus immediate payable stood at \$1.2M and the NRA spends approximately \$650K to \$850K per month hence the reserves will possible do until December 2009.

Director R. Dunn advised that he will forward a note to the Treasury Department concerning the current status of the NRA and the need for cash infusion.

h. Update from Managing Director on use of vehicles

The MD advised that the number of vehicles allowed to driven by staff outside of the normal working hours have been reduced from twenty-two to seven. These are for emergency call-outs.

4. New Business

a. Compensation Claims

i. Blk 28C S 23(1) East/West Arterial

The details of this claim were presented by Mr. U. Obi who requested the Board's approval that this claim be referred to the Assessment Committee for determination as both the agent and the

claimant are not in willing to accept Mr. Obi's assessment of the property and have requested that the claim should be referred to the Assessment Committee.

The Chairman requested a motion be moved for the referral of this claim to the Assessment Committee for determination with recommendation from Mr. U. Obi. Director Designate R. Dunn moved the motion and it was seconded by Director S. McField. The motion was then approved and accepted by the Board.

ii. Blk 12C Par S. 23(1) of the FOI Law (2015) – Esterley Tibbetts Highway

The details of this claim were presented by Mr. Obi and it was noted that S 23(1) is currently land locked. This parcel however has legal access (which currently does not exist) to the public road. The Chairman indicated that he would like to look at the cost of building the proposed connector (access) road. Director Mrs. C. Maltman suggested building only a section of the road i.e. access from the roundabout end.

The Chairman requested a motion be moved not to accept the claim (i.e. Option 3 as stated in the letter) but to look at providing access with a cost estimate to be done for the connector. Director Mrs. C. Maltman requested that the cost of the Stamp Duty be included. Director R. Dunn moved the motion and it was seconded by Director B. Ebanks. The motion was approved and accepted by the Board.

b. **Access Management East/West Arterial – Allison Whittaker's sub-division**

This request for change of access to the East/West Arterial was presented by Mr. D. Thibeault. It was noted that the main reason for the construction of the East/West Arterial was to provide easier movement for traffic and it was primarily not recommended to grant access on to this road. For varying reasons twenty-five access points - individual and shared (The Access Management Plan) were approved by the previous Board of Directors. Mr. Thibeault informed that Mr. Whittaker is now requesting the Board to amend the Access Management Plan from one access point to two access points for Blk 28B S 23(1) and Blk 28B S 23(1)

The Chairman requested a motion be moved to amend the Access Management Plan from one access point to two access points for Blk 28B S 23(1) and Blk 28B S 23(1). The motion was moved by Director Mrs. C. Maltman and seconded by Director B. Ebanks.

c. NRA Issues – Letter to the Hon. Minister

This was deferred to the next scheduled meeting.

d. Letter from WestTel – Request permission to trench roads

Mr. P. Ogden explained the letter dated October 8, 2009 from WestTel (Broadband, Telephone, Data & Professional Services) requesting permission to trench public roads from the Television Centre on Eclipse Drive south to George Town. It was noted that central George Town was repaved in July 2007 and the then ruling Government Administration placed a moratorium on trenching work in George Town until 2012. WestTel seeks approval for trenching of roads currently restricted under the moratorium and installing infrastructure in public roadways at a depth of 12". It accepts the risk associated with installing infrastructure at a depth of 12" instead of the 16" depth currently accepted and will mitigate this risk by providing GPS tracking information to the NRA and detailed project information to all utility companies. WestTel proposes to utilize micro-trench technology to reduce the impact on traffic congestion and road infrastructure. Copies of details and example pictures of the micro-trenching technology were circulated to members along with the request letter.

The following are reasons for WestTel's investing in fiber optic extension to George Town, to provide businesses with highly available, high bandwidth telecommunications services, and with fully independent and separate fiber optic telecommunications infrastructure in order to comply with regulatory, industry and internal policies. Also to provide competition which will increase choice, and reduce the cost of telecommunications services.

This request was discussed by members and Mr. Ogden was advised that in the NRA's proposed response to WestTel it should be stated that WestTel will pay for the retrenching of the road and ensure traffic control.

The Chairman requested a motion be passed to recommend to the Ministry that WestTel's request was unique and would not cause significant damage to the recent hot mix asphalt overlays in George Town, and therefore should be granted permission to conduct the proposed work despite the moratorium on trenching in George Town. Director Mrs. C. Maltman moved the motion and it was seconded by Director B. Martinez. The motion was approved and accepted by the Board.

e. Right to Compensation under the Roads Law (2005 Revision)

As per Minutes of Meeting dated May 12, 2009 in which Mr. U. Obi was requested to seek legal opinion it was noted that the wrong document went with the gazette, i.e. the extension of the East/West Arterial highway

(pass Hirst Road). The question is, when is compensation paid – legal right or physical entry?

Mr. Obi requested the Board approval (having sought overseas legal opinion) for the payment of £2K for overseas legal advice.

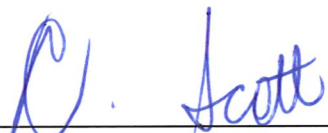
The Chairman requested a motion be moved for the payment of the legal fees. The motion was moved by Director R. Dunn and seconded by Director Mrs. C. Maltman. The motion was approved and accepted by the Board.

5. **Next Meeting**


The date of the next scheduled meeting will be announced by the Chairman.

6. **Adjournment**

The meeting was adjourned at 4:55pm.



Signature
Board Chairman
Confirmation of Minutes – 14.10.09
Date: 18.11.09



Signature
Executive Secretary
Seconded: Confirmation of Minutes
Date: 18.11.09