

**National Roads Authority**  
**Minutes of the One-Hundred & Third Meeting of the Board of Directors**  
**held at Public Works Department (PWD) Training/Conference Room,**  
**370 North Sound Road, George Town, Grand Cayman,**  
**Tuesday, April 12, 2011 at 1:00 p.m.**

<b>Present:</b>	Colford	Scott	Chairman	
	Troy Whittaker		Deputy	Chairman
Mrs.		Pearlina McGaw-Lumsden		
	Darrel Rankine			
	Steve McField			
	Ms. Levonne Ryan			
	Tristan Hydes			Designate Director – Min. DAW&LA
	Brian Tomlinson			Managing Director
	Edward Howard			Dep. Managing Director – Admin & Planning
	Uche Obi			Senior Valuation Officer – Lands & Survey Department - invited
	Denis Thibeault			Assistant Director – Transportation & Planning - invited
	Mrs. Lois A. Hall-Vaughan			Executive Secretary
<b>Apologies:</b>	Ronnie Dunn	Designat		e Director for Financial Secretary
	Mrs. Christine Maltman			
Brian	Ebanks			
	Justin Bodden			Director Ex-Officio
	Paul Parchment			Dep. MD Designate – Eng. & Operations
	David Fawcitt			Designate Director – Min. DAW&LA
<b>Absent:</b>	Barry Martinez			

**1. Call to Order**

The Meeting was called to order at 1:11pm by the Chairman.

2. **Confirmation of Minutes**

The motion was moved by Director Mrs. P. McGaw-Lumsden and seconded by Director D. Rankine for the confirmation of the Minutes. The motion was accepted by the Board.

3. **New Business**

a. **Claims for Compensation**

Blk 23C Par [REDACTED] – Shamrock Road

The Board approved payment [REDACTED] \*Redacted under Section 23 (1) of the Freedom of Information Law, 2007

[REDACTED]

Blk 23C [REDACTED] Shamrock Road

The Board approved payment [REDACTED] \*Redacted under Section 23 (1) of the Freedom of Information Law, 2007

[REDACTED]

Blk 32C [REDACTED] – Shamrock Road – Savannah

It was the Board's decision that Mr. Uche Obi, Senior Valuation Officer (Lands & Survey Department) seek legal advice on this claim and report the findings to the Board.

b. **HR Monthly Report**

Recruitment

Mr. Anthony Ebanks has been recruited to the post of **Fleet Controller** and began working with the NRA March 21, 2011.

Mr. Paul Schreiner accepted the NRA's offer of employment for **Chief Financial Officer** and a Work Permit application has been submitted for him. He will begin working once the permit is granted.

Ms. Julie Campbell accepted the offer of **HR Manager's** post which is dependent on the completion of background checks and a medical examination. If these are satisfactory she is expected to commence duty on May 17, 2011.

Applications for the **Survey Technician** post are with the Deputy Managing Director Designate for review on his return from official leave. A number of Caymanian candidates appear to have the potential for this post.

Applications for the **Mechanic Assistant** post are with the Deputy Managing Director Designate for review on his return from official leave.

Competency Framework

The required amendments have been made and the documents are now ready for issue to all management and supervisory personnel.

A schedule of briefing seminars and workshops for these staff members is being formulated. Organized briefing sessions for all remaining employees will follow thereafter.

#### HR Policies and Procedures

The Probationary Service and Alcohol/Drug Misuse Policies & Procedures have been referred to senior management for review/comment then to the Board for consideration.

Once these have been adopted, the full range of policies and procedures will be distributed as was done with the Competency Framework.

#### Contracts of Employment/Job Descriptions

Contracts and JD's are currently being processed.

The Fleet Controller is reviewing the requirements, the draft structure and job descriptions for his section before preparing new contracts. The new Chief Financial Officer will do the same for the Finance Section.

A draft job description for an Asset Manager has been prepared and is being reviewed by senior managers.

A new job title and job description which sees the merging of elements of road engineering/project management and explosives control is being developed for Edison Jackson.

Updated job descriptions are to be finalized for the three senior management posts, Assistant Director for Transportation & Planning, Signals Technician/Electrician, IT Administrator, Stockpile Operator, and two Engineering Aides.

NRA

#### Organizational Structure

The MD reviewed the current organization requirements and prepared a proposed organization chart which was presented to the Board for consideration. **Amended to include:** The Board requested copies of the previous organization chart to review along with the current proposed chart in regards to changes made. It was suggested to wait for the Public Sector Review Phase 3 (currently being done) to be completed prior to making a decision on the adoption of the proposed organization chart.

- c. **Review on the use of appropriated public funds on private roads - Ministry**

The MD informed that he met with the Planning & Legal Departments and D. Fawcitt from the Ministry of DAWL&A to discuss the option of changing the Roads Law to facilitate making private roads in sections of the island public roads so that they can be routinely maintained by the NRA until a more convenient method could be found to do this.

It was noted that unless it is a gazetted community, then any road can be used as a right of access (a public road). As per the Roads Law a private road must be gazetted and scheduled for it to be termed a public road. Many 'private roads' which are accessed and used by the public on a daily basis are now in need of repair and a long term solution needs to be reviewed for the regular maintenance of these roads.

It was noted that CUC should not be allowed to place poles on the public roads for free and then charge the government for street light on these poles. It is suggested that fees should be charged for the placement of these poles on the road.

On careful review of the Roads Law the Board decided to use the term 'unscheduled roads' instead of 'private roads' to describe privately owned roads used by the public. Hence the NRA will continue to maintain scheduled roads (public roads) and now routinely add 'approved unscheduled roads' to the list of roads for maintenance under the District Roads Programme.

The MD informed that for 'approved unscheduled roads' to become public roads, surveys will have to be done on each one by external Licensed Land Surveyors as the NRA engineering staff are not qualified to conduct this exercise. There is also the need for a procedure for the NRA to take over roads constructed in sub-divisions.

It was suggested that the NRA along with Lands & Survey Department form a committee and advise on how to make unscheduled roads become scheduled roads, for review by the Board then to the Ministry.

Designate Director T. Hydes moved the motion which was seconded by Director Mrs. P. McGaw-Lumsden for the transfer of \$350,000 from the remaining District Roads Programme to do road maintenance on 'approved unscheduled roads' in Bodden Town. The Board approved the motion and issued a directive to the MD to conduct the transfer. The MD is to forward a list of roads for the Board to decide the order of priority and he will notify the Board as soon as this is finalized.

The MD is to review the assessing of 'approved unscheduled roads' with Mr. Thibeault and submit a report to the next meeting.

**d. Public Sector Review Phase 3**

The Chairman informed members that Cabinet has mandated the conducting of reviews of all public sector entities. The NRA is currently being reviewed by a team led by Mr. Adrian Estwick with Messrs. Ronney Etcitty, and David Bailey assisting who were introduced by the Chairman.

The team is expected to interview, the Board, Senior Management, the Hon Minister – DAWL&A, field and administrative staff and conduct a field (the paving crew) visit to Cayman Brac. They will collect a variable of information through costing, staffing etc. They will also meet with ARCP and Island Paving re interfacing with the NRA.

A Director noted that the NRA is currently not in full compliance with the Roads Law as with other countries and the Roads Fund does not function properly as money coming in should be directed to the NRA (currently not being done). Mr. Estwick informed that this view would be gladly noted and informed that while reviewing the operations of the NRA the team observed that the NRA does not operate in Cayman Brac.

The aim of the review is to interview, analyze and critique the operations of the NRA. The objective of the review is to make suggestions on improving the NRA. Emergency findings of this review are due May 23, 2011 with the final report due June 17, 2011.

**e. Update on Injunction re Bobby Thompson Way /Linford Pierson Highway roundabout**

Director S. McField informed that he was off ill and just returned in March. He currently has all the necessary paperwork for this case and is awaiting a court date which he hopes will be by the end of this month. He will provide updates as the case progresses.

**f. Davenport Development Ltd. – Use of Section 26 of Roads Law**

Letter dated March 07, 2011 from Directors R. Hydes, P. Pearson and K. Thompson expressing an objection in regards to the NRA's proposal to gazette new road corridors through South Sound pursuant to Section 26 of the Roads Law (2005 Revision) was sent to the NRA. The MD met with the directors and they discussed the letter. The matter is being dealt with.

**g. Financial Projections to end of Financial Year & Strategies to mitigate financial losses**

There was a \$478,000 profit at the end of December 2010 but it declined to \$229,000 by the end of February 2011 mainly due to the completion of Elgin Avenue. There is just not enough work and the NRA could save by not paying CUC for street lighting for the months of May and June as the NRA is paying CUC more than what is appropriated by the government for the street lights.

The MD informed that if the NRA does not get the proposed Iguana Reserve Road Project then an approximate \$800,000 loss is projected by June 30, 2011.

It was suggested that the NRA request supplementary funding. If something is not drastically done then cuts in staff will have to be made.

Director Designate T. Hydes is to check on the status of the query from Director S. McField re has the FCO provided any feedback to the Ministry re application from Cabinet re approval to negotiate with person(s) requesting to fund the roads system.

#### 4. **Other Business**

##### a. Key Employee status – Lab section

Director Mrs. P. McGaw-Lumsden requested an update from the MD/DMD in regards to the Key Employee status for Mrs. P. Walrond (lab technician) who is expected to be 'rolled over' in August 2011. The job description states that the post requires a NI CET Level II. Mrs. Walrond took this test but did not pass on the first attempt. However she passed on the second but not with a good score, so the test will be taken again. As there was no one else qualified then the Key Employee status would be sought for Mrs. Walrond.

The Director advised the Board of a letter received from Mr. W. Williams re denial of pay increase. Mr. Williams informed that he has received his Level I qualifications as an Asphalt Plant Technician for CTQP offered by the Florida Department of Transportation. On checking the validity of the qualification it was noted that CTQP is a higher accreditation than the NICET qualification required for the post. He is currently pursuing a BSc in Business Administration and is also registered to complete Level II Asphalt Plant Technician qualification. All of this is being funded by him. Mr. Williams has also just received his Permanent Resident status.

The Board was made to understand that there was no one else in the lab that was as qualified as Mrs. Walrond, who was recommended by Director R. Dunn (see previous Minutes) for Key Employee status. The Director expressed that there was a problem as not enough information is being passed to the Board by management when decisions are being made by the Board.

Director Mrs. P. McGaw-Lumsden moved the motion seconded by Director S. McField not to support the Key Employee status for Mrs. P. Walrond, to assess the performance and position of Mr. Williams, review paying for his course and report the assessment to the Board.

- b. New Equipment  
The MD reported that the new equipment i.e. the grader, sweeper, loader with broom have all arrived on compound. The sweeper is due to have Rhino lining and undercoat done.
- c. Request for list of uncertified/certified leave – NRA staff  
Director D. Rankine has requested from management a breakdown of uncertified/certified leave for staff for the period Jan – Dec 2010 and to date for 2011.
- d. NRA Health Insurance  
NRA management met with CINICO and informed that CINICO is now requesting a lot more details in regards to staff health claims. It was suggested to let the Ministry intervene to speed up the return of the NRA to CINICO.

**Minutes Amended to include the following:**

- e. Meeting with NRA staff  
It was suggested that a meeting be arranged for the Board to meet with members of staff for a question and answer session/get to know you possibly on the PWD compound or at the Mary Miller Hall. This is to be arranged.

**5. Next Meeting**

The next meeting is scheduled for May 10, 2011.

**6. Adjournment**

The meeting adjourned at 5:08pm.

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Signature  
Chairman of the Board  
Confirmation of Minutes – 12.04.11  
Date: 10.05.11

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Executive Secretary  
Seconded: Confirmation of Minutes  
Date: 10.05.11