

National Roads Authority
Minutes of the One-Hundred & Fourth Meeting of the Board of
Directors held at Public Works Department (PWD)
Training/Conference Room,
370 North Sound Road, George Town, Grand Cayman,
Tuesday, May 10, 2011 at 1:00 p.m.

Present:	Colford Scott	Chairman
	Troy Whittaker	Deputy Chairman
	Mrs. Pearlina McGaw-Lumsden	
	Darrel Rankine	
	Mrs. Christine Maltman	
	Justin Bodden	Director Ex-Officio
	Tristan Hydes	Designate Director – Min. DAW&LA
	Edward Howard	Dep. Managing Director – Admin & Planning
	Paul Parchment	Dep. MD Designate – Eng. & Operations
	Paul Schreiner	Chief Financial Officer (invited)
Mrs. Lois A. Hall-Vaughan	Executive Secretary	
Apologies:	Steve McField	
	Ms. Levonne Ryan	
	Ronnie Dunn	Designate Director for Financial Secretary
	Brian Ebanks	
	David Fawcitt	Designate Director – Min. DAW&LA
Absent:	Brian Tomlinson	Managing Director (on vacation)
	Barry Martinez	

1. Call to Order

The Meeting was called to order at 1:17pm 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 acceptance of the Minutes with amendments. The motion was accepted by the Board.

3. **Matters Arising**

a. Key Employee status – Lab section

It was queried if there was a need for two lab technicians at the NRA when there are currently no ongoing major projects. In regards to the required qualifications for the post, there is a difference of opinion on which level is higher the NICET or CTQP.

In the previous meeting the MD mentioned that there was an incident in regards to a lab analysis and a feedback was requested by the Board which is still pending.

The question was asked if both the Lab Tech and the Assist. Lab Tech are on the same level. It was noted that they are on the same level however the Lab Tech has more experience. Both employees are flexible workers with one presently assisting with Asset Management.

The Lab Tech's contract expires August 2011 and the motion was moved by Director D. Rankine and seconded by Director Mrs. P. McGaw-Lumsden not to renew the contract. The motion was accepted by the Board.

In response to a letter dated May 9, 2011 (addressed to the NRA Board of Directors) from the Assist Lab Tech, it was decided that the decision of the MD stands (as per MD's response letter) and the employee is to be molded for the post but will not be able to be moved into the higher position until the post becomes vacant.

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

The newly appointed CFO Mr. Paul Schreiner was introduced to the Board by the DMD.

In regards to monthly payments of street lights to CUC, the NRA will only be paying the amount that will be reimbursed by the Government and will pay 75% of the month of April's bill and none of the May and June bills.

It is possible that the NRA will not be getting the Iguana Reserve Project to do.

The NRA has used up all of the money allocated for Capital works on the Elgin Avenue widening project.

There is a projected loss of approximately CI\$1.1M by the end of year June 30, 2011. Cash funds will be significantly depleted as of June 30, 2011 if nothing changes.

Field staff is now working full time on maintenance work instead of being divided on capital and maintenance projects. There is approximately CI\$1.4M in the bank and if the Ministry does not pay NRA invoices on time then the NRA could be left without sufficient funds for its operations.

There is a need to figure out how to stop the depletion of cash and management is being requested to bring suggestion to the Board re the acquiring of funds and halting the depleting of cash so as to sustain the NRA e.g. the further cutting of staff and cutting of health benefits. Management will meet and discuss suggestion and present them to the Board at an Extra-Ordinary Meeting to be scheduled for Tuesday, May 24, 2011 at a time to be set. The CFO and management will also be looking at the expenditure side of the NRA for the FY 2011/12.

4. **New Business**

a. EasyPark – Presentation

The Chairman introduced the team of presenters Messrs. Norris Ebbin CA, MBA (from Bermuda), C.J. Moore (Cayman Islands) and Tully Cormack (KPMG – Cayman Islands) to the members of the Board. Hard copies of the presentation 'Cayman Islands Parking Concession Proposal (PCP) were done and circulated to Board members for review prior to the meeting. Mr. Moore informed that the concept was first presented to the NRA's MD who advised that it be presented to the Board.

Mr. Ebbin explained that EasyPark is a portable in-vehicle parking meter on which users prepay for parking and can upload credit to a portable smartcard. The device when purchased is registered by name and number and can be checked by a warden if the vehicle is parked but the device is not turned on. The smartcard is switched on and displayed (with a selected park zone) when a vehicle is parked and the credit on the card is reduced depending on length of time the car is parked. A warden can possible clamp the parked vehicle if the device is not turned on. Mr. Ebbin pointed out that it is important that the card is turned off when the car is started and leaves the park zone as the device will only deduct for time used. This card allows the driver to park at various car parks. Tickets for violations can be issued by a warden doing a visual or automatic (handheld) inspection.

Taxis and public transportation vehicles will not be charged, unless parked in a non designated park zone.

Mr. Ebbin informed the Board that pay parking is mandatory in Bermuda where residents are encouraged not to drive motor vehicles but to use bikes instead. Scooters there are not required to pay for parking. There is a one vehicle per family policy in Bermuda and this greatly reduces the number of motor vehicles on the road. This method of parking has the potential to offer a tailored island-wide solution for parking in the Cayman Islands, as it is easy to use and is practical for both on and off street parking. It can potentially provide local employment opportunities, new revenue for the government, funds for NRA projects and there will be no need for parking meters.

Mr. Moore informed that the group is hoping to pass this proposed method of parking in the Traffic Regulations and should the Board have any more questions not to hesitate contacting him.

This was the first item on the Agenda and the presentation was done prior to the confirmation of the Minutes and Matters Arising. The gentlemen were thanked for their presentation and left the meeting.

- b. Proposed re-employment of S. 23(1)
S. 23(1) is currently employed as a sub-contractor with the NRA paving crew now working in the Brac. He was laid off by the NRA in 2009 and it is now proposed that he be re-employed as the driver of the newly acquired sweeper.

The motion to accept the proposed re-employment of S. 23(1) as driver of the sweeper was moved by Director Designate T. Hydes and seconded by Director Mrs. P. McGaw-Lumsden. The motion was accepted by the Board.

4. Other Business

- a. FOI Request – Paving in Cayman Brac
The FOI request received via email May 5, 2011 requesting information in regards to paving and road works in Cayman Brac was dealt with promptly, however the Ministry was not pleased with the way the response was compiled and the information released. The Board has requested a report from the MD and Information Manager for the Extra Ordinary Board meeting scheduled for Tuesday, May 24, 2011.
- b. Operational Matters
It was noted that the Board is not only interested in matters pertaining to HR however it is not being informed or participating in operational matters of the NRA. There is the need to know more, but not necessarily to micro

manage the NRA. The MD needs to present highlights on current/proposed operations at monthly meetings. The DMD Designate could provide these reports or forward them to the MD for inclusion in his monthly reports.

c. List of 'approved unscheduled roads' in Bodden Town for road works

It was noted that the MD forwarded to Board members via email a list of 'approved unscheduled roads' for road works to be done in Bodden Town. However, the list was not what was required by the Ministry to be done. The MD who is currently off the island will be requested to respond on his return.

5. **Next Meeting**

The next meeting is scheduled for June 14, 2011.

Items 3b – BP 446 – **S.23(1) of the FOI Law (2015)** – Further Road (North Side) Re-Alignment were not discussed at this meeting and will be placed on the Agenda for the next scheduled meeting.

6. **Adjournment**

The meeting adjourned at 3:30pm due to the lack of a quorum.

Signature
Chairman of the Board
Confirmation of Minutes – 10.05.11
Date: 14.06.11

Signature
Executive Secretary
Seconded: Confirmation of Minutes
Date: 14.06.11