
**National Roads Authority
Minutes of the One-Hundred & Seventy-sixth Meeting
of the Board of Directors
held in
NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Thursday 24th September 2015 at 10:30 a.m.**

In attendance were:

Donovan Ebanks	Chairman
Gary Clarke	Director
Stanley Panton	Director
David Arch	Director
Tristan Hydes	Director Designate of Chief Officer, Ministry PLAH&I
Paul Parchment	Managing Director - NRA
Julie Campbell	HR Manager (Acting Executive Sec.) – NRA

Apologies:

Dane Walton	Director
Edward Howard	Deputy Managing Director – NRA
Kenross Connolly	Director

Invitees:

Edison Jackson	Senior Engineer, NRA
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1. Call to Order

The Chairman called the meeting to order at 10:35 am

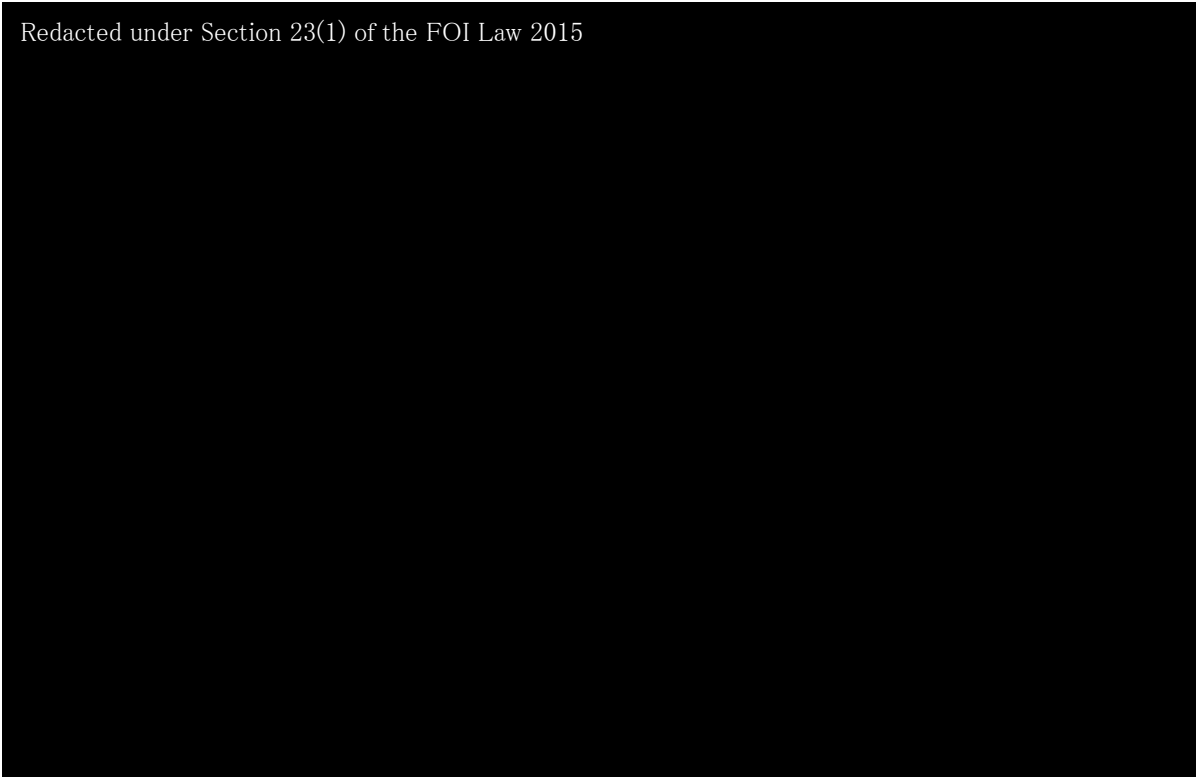
2. Minutes of Previous Meetings

- a. 26th August 2015 – confirmed
- b. 9th September 2015 – reviewed but not confirmed

3. Administration

3.i. Executive Secretary

Redacted under Section 23(1) of the FOI Law 2015



3.ii. FY 2015/2016 Budget

After reviewing the documents distributed to the Board by the MD, the Board advised the MD to:

- change the operational budget to reflect the \$10 million revenue commitment by the government to the road fund;
- ascertain from the Ministry the status of funds available for the completion of Smith Road; and
- change Executive Assets to itemized amounts

and re-present the document to the Board at the next meeting for approval.

Following the changes made by the MD to the budget document, the Board approved the *2015-2016 Allocations for NRA Service Provision - Revenue & Ministry* (copy forms part of these Minutes).

The Chairman reiterated the approved *2015-2016 Allocations for NRA Service Provision - Revenue & Ministry* formed part of the 9th September 2015 minutes.

4. Operations

4.i. Smith Road upgrade – status report (E. Jackson, Sr. Engineer & Project Manager)

The schedule was therefore as follows:

1. Drilling wells – completed 26 August
2. Works at John Greer – completed 26 August
3. CUC pole removal – start 27 & 28 August

The Senior Engineer confirmed the project was broken into 4 parts and works was steadily progressing. CUC expressed concerns regarding the erection of the pole in the property recently cleared at the corner of Smith Rd and Anthony Drive in relation to the pole that needs to be erected on the corner of Smith Rd and Melrose Dr. The Senior Engineer further advised board members curbs works from the four way stop eastwards would begin the next day, the last set of meters would be moved that day with paving of Smith Rd scheduled for mid-October and striping the third week in October. Board Members asked that the left shoulder on Bobby Thompson Rd to be widened as much as possible to assist the traffic turning left into John Greer.

Senior Engineer informed board members the project on a whole, was progressing on schedule with the exception of a few items which he had to move by a few days. Board Members discussed issues surrounding property possession on Humber Lane and progress thus far. The Senior Engineer further advised the board paving for Smith Road was scheduled for the middle of October; however he would review the schedule and confirm to the board by the end of the day.

Director Clarke inquired about the costing for the project and the Senior Engineer advised they were on target; however attention to managing the crews was necessary to ensure they remained within budget. He would have a revised cost by the end of the day to send to the board.

4.ii. Remediation of Roundabouts – Red Bay and Chrissie Tomlinson

The MD reported that he received the drawings the day before and was in the process of reviewing them.

Cost estimates were revealed by the MD regarding the roundabouts and he advised they were able to do both roundabouts with the savings from this year. He further advised they were satisfied with the designs which would be included in next fiscal year; however needed confirmation regarding funding; particularly what was included in EA36.

Director Panton advised he had met with the DMD regarding the road segment from the Red Bay to the Chrissie Tomlinson roundabout. Questions had arisen regarding the number of lanes and the size of the median in that area. With the

advent of the gas station, some measure would need to be put in place to restrict traffic from crossing the existing grassed median.

The DMD is to advise on options.

The Chairman advised these projects were currently on hold.

The Chairman advised members this item would be brought back to the table during the next board meeting and asked the Deputy MD to present at that time the most recent proposed drawings.

The MD presented the potential completed plans and Director Panton suggested signage for drivers in the left lane who would enter the roundabout from Shamrock Road. The MD confirmed to the Chairman that the drawings included drainage provision.

No update given.

The Chairman asked to MD to produce a schedule for the remediation of the roundabouts.

4.iii. Crewe Road widening

Director Panton advised the idea was to have three lanes on Crewe Road where the middle lane would be a turning lane. The Chairman advised they would wait on developing this until other projects were completed.

Due to time constraints, no update was presented.

Director Panton requested that in the interim the MD look into opening up a soft shoulder between Palm Dale and Silver Oaks, as this would assist in current pedestrian safety issues and for our employees when they are cutting the vegetation.

A map was presented to the board by the Acting MD regarding the proposed works and the board advised him to move forward with opening the soft shoulder; however proper precautions should be in place to protect boundary markers.

The Acting MD advised there were equipment issues last week; however the work was continuing this week base works and chip and spray being the next stage. Director Panton asked that the drawing indicating further improvements to the Crewe Road area be presented at the next board meeting.

No update given.

The MD confirmed that the poles on Crewe Road would be relocated as soon as CUC completed Smith. The Chairman suggested a recommendation be sent to the Ministry to do a BP for Palm Dale widening. He further suggested developing a schedule to look at the context of what the NRA was planning to accomplish and cross section drawings developed in order for a selection to be made.

The MD confirmed the utility relocation on Crewe Road would take place after CUC was finished with the works on Smith Road. CUC had expressed some concerns regarding repositioning poles to a location that was scheduled for

improvement. The Chairman asked the DMD to present the details at the next board meeting.

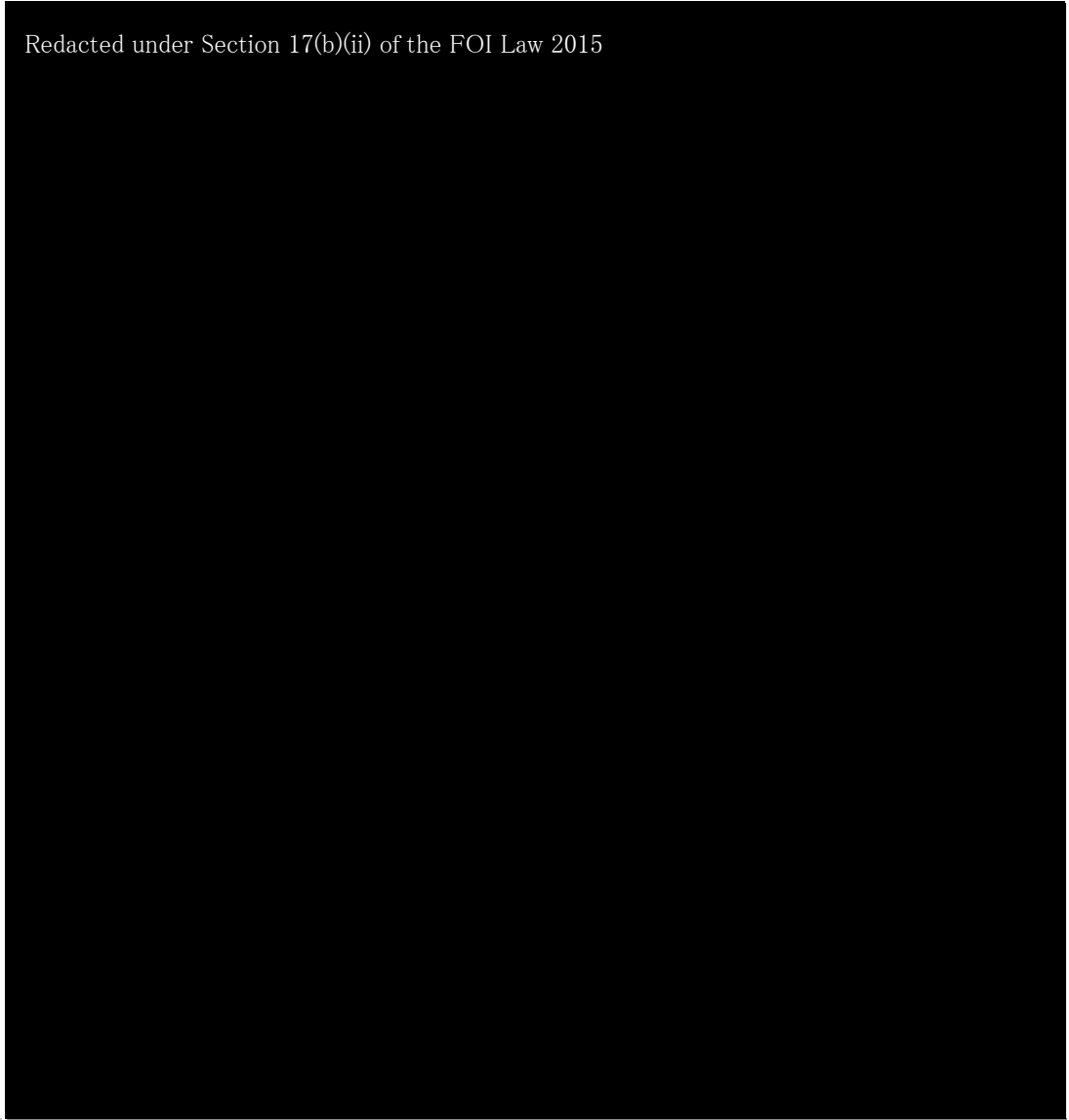
The board was advised by the MD that Denis Thibeault in the TPU unit was currently working on the schedule. The MD further advised he was working with private surveying companies, as it was his intention to utilize the smaller businesses on smaller projects and the reason the schedule was currently held up.

Director Clarke suggested the MD reach out to all surveying companies to ascertain their hourly rate as this would assist with the procurement process when the need arose.

5. Planning

5.i. Linford Pierson Hwy widening – legal advise

Redacted under Section 17(b)(ii) of the FOI Law 2015



No update given.

5.ii. CNB/Mango Tree connection

The Board reviewed drawings presented by the MD and instructed the DMD to develop a concept for the Board to review at the 12th May board meeting. The Chairman advised the DMD to consider the safety issues at the CNB roundabout and also include the NAPA roundabout.

The DMD presented the Board with two scenarios and the board discussed each and which would be more feasible. The DMD explained a more perfect scenario would require the acquisition of more land. The board requested a design which would move the round-a-bout a little south.

The DMD advised he was not able to work on the drawings and would work on it in the coming weeks. The Board agreed that Director Panton should meet with the DMD to share suggestions that he wished to see considered.

The updated drawings were presented to the Board by the MD and Director Panton explained the reasoning behind the proposed scenario. After discussions Board Members agreed Director Panton meet with the DMD to discuss the revised proposal so that the drawing could be sent for costing and land acquisition costs.

The MD advised that due to other pressing issues they were unable to work on this and therefore to date nothing had been done.

The Chairman asked that an update be given at the 22nd July meeting.

The Acting MD presented the board with updated drawings for the board to discuss and make recommendations. Director Panton advised the board had given the go ahead during a previous meeting to go forward and get the pertinent sections gazetted. Acting Chairman instructed the Acting MD to discuss the proposal with the Ministry prior to proceeding with utilizing the section of the law to identify the NRA's intentions for the proposed road gazettal.

The DMD advised the Board he met with the Airports Authority who informed him they were in the process of re-establishing the plans for the runway extension and therefore the NRA was waiting on their plans in order to go forward with additional drawing. The Chairman asked the proposals regarding the intersection of Smith Road and the airport road be made available for the next meeting.

As both Consultant and the Director of CIAAA were currently on vacation the DMD was unable to meet with them and therefore there was nothing further to update the Board.

Due to time constraints, no update was given.

As the DMD was attending another meeting, no update was given.

5.iii. Shamrock Dr./Red Bay round about connector

The Chairman requested Acting MD to present possible solutions at the first meeting in August.

The DMD presented the board with scenarios including video with illustrated the "queue jumping" which was the main issue at the intersection. After discussions the board requested the DMD take into consideration the option posed by Director Clarke, put together the proposals and send to members.

The Chairman advised that the drawing presented to board members did not incorporate the suggestions previously made by Director Clarke. The DMD advised he would work on the drawings and send out to Board members.

The DMD presented the revised drawing and the board advised the best plan of action would be to produce a more detailed drawing and implement the changes on a Sunday for the Monday morning traffic rush.

Due to the absence of the DMD no update was given.

5.iv. Traffic simulation/forecasting model

The Chairman gave an update on the visit to Florida and indicated the need to get a good handle on where we are in terms of the data needed for a forecasting model. Without adequate data, no model will be able to generate sound assessments and projections. He further advised it was imperative the NRA get a handle on what data was available and what data could be developed, the time frame needed to accomplish this and who would perform the task.

As such he suggested we invite two consultants to spend some time on the ground and speak to the relevant departments to give the NRA an idea of where they are with data and how long it would take to obtain it. This would give us a sound assessment of what we have and what we need to have. The DMD was currently working on an outline as to what the consultants would be doing while they were on island.

The Chairman advised he would like to accommodate the consultants in early September and asked the DMD to provide the MD and himself with the outline of the proposed scope of their work that afternoon.

The MD made mention that discussions with Dart had alluded to the possibility of Dart contributing to the payment of the traffic model which the Chairman reiterate was needed urgently.

The Chairman advised board members the consultants would be arriving in Grand Cayman on 23rd September for meetings with the relevant parties relating to the traffic simulation/forecasting model. As such the board meeting scheduled for the 23rd September would be rescheduled for the 24th September; at which time board members could attend the presentation and then the board meeting.

The Chairman advised with the visit of the two consultants, they expected to gain a clearer picture of:

The timeframe in which the traffic simulation/forecasting model could be expected to be in place;

What would need to be done to accomplish this; and

The likely cost.

5.v. 2015/2016 Traffic count exercise

Reference was made to the memo circulated by the MD and the 2015-2016 budget which indicated the approved cost. The MD advised he wanted the board to be cognisant of the works being done. Director Clarke reminded the MD to be conscious of the budget.

5.vi. Median Barrier, E-W Arterial – Red Bay to Prospect Roundabouts

The Chairman requested the DMD to revisit this in order to present board members with a proposed scenario.

The board discussed the different options available and was advised by the MD he was quoted \$85,000 for the 1422ft of guard rail. The Chairman instructed the MD to research the different options as discussed to present to the board for review. He advised the report should outline not only cost, but the pros and cons of each and suggested the DMD could work on this.

6. Other Business

6.i. Proposed settlement BP 575 Redacted under Section 23(1) of the FOI Law 2015

The Board approved the recommended compensation as put forth by the L&SD and advised the MD to communicate the decision to L&SD and the Ministry.

6.ii. Fort Street/Blue Marlin

The Ministry Designate advised there was no further update on this.

6.iii. Barriers at North Sound Way

Director Panton asked if traffic control spikes could be placed along Sound Way where the road transitions from two ways to one way traffic. This he feels would stop drivers from coming through the area designated for one way traffic therefore preventing possible accidents.

Director Panton inquired if there was an update on possible solutions and after further discussions, in an attempt to deter the traffic. The MD stated he intended to initially attempt to address the situation with cones in the appropriate location.

Director Panton inquired of the time frame with regards to the implementation to the barriers. The MD replied they were waiting on costing from the Works Manager as they were looking into striping the road from the Human Society to the junction where the road transition to one way. He advised the barriers should be in place within a month.

6.iv. Financial Consultant Services (Fincor)

The MD informed the board that while Mr. Dunn was a member of the board he assisted in the strategic plan for the NRA and as such he approached Mr. Dunn on a consultancy basis. The MD advised after conversations with Mr. Dunn they had come to an agreement regarding his services. The board agreed if the procurement of the consultant was in order they had no objection to Mr. Dunn's services, as during his tenure as a Board Member he proved to be a valuable member of the board.

The MD advised the Board that discussions had been held with former director Mr. Ronnie Dunn, now of Fincor Finance & Corporate Services Ltd regarding his firm assisting the NRA in three areas:

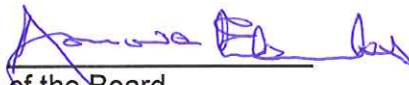
1. development of strategic goals and objectives for multiple years drawing on the work previously commenced under former Deputy Chair Sheree Ebanks;
2. identifying risks and providing strategies for mitigating issues pertaining to past service pension liability in order to ensure that employees realise their legitimate pension expectations; and
3. identifying risks and providing strategies for mitigating issues related to the provision of post-retirement health benefits for employees.

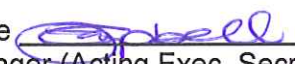
The Board was in agreement generally with the MD's request and only sought clarification if the procurement processes referred to under the relevant section of the PMFL had been followed: the MD assured members that indeed this was the case and proceeded to explain the particulars of that section of the law.

7. Date of next meeting

Meetings in October were scheduled for Thursday 15th and 29th.

The meeting adjourned at 12:15pm.

Signature 
Chairman of the Board
Confirmation of minutes:
Date:

Signature 
HR Manager (Acting Exec. Secretary)
Seconded: Confirmation of minutes
Date:

