
**National Roads Authority
Minutes of the One-Hundred & Seventy-fourth Meeting
of the Board of Directors
held in
NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday, 26 August 2015 at 9:30 a.m.**

In attendance were:

Donovan Ebanks	Chairman
Stanley Panton	Director
Kenross Connolly	Director
David Arch	Director
Dane Walton	Director
Tristan Hydes	Director Designate of Chief Officer, Ministry PLAH&I
Paul Parchment	Managing Director - NRA
Edward Howard	Deputy Managing Director – NRA
Julie Campbell	HR Manager (Acting Executive Sec.) – NRA

Invitees:

Edison Jackson	Senior Engineer, NRA
Anthony Ebanks	Fleet Controller, NRA

Apologies:

Gary Clarke	Director
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1. Call to Order

The Chairman called the meeting to order at 9:40 am

2. Minutes of Previous Meetings

- a. 22nd July 2015 – confirmed
- b. 5th August 2015 – reviewed and changes noted

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.

3.iii. Works Programme

The MD advised that the Ministry had not yet arranged district visits with MLA's and so the document did not reflect any political input, particularly into the miscellaneous district roads.

The Chairman advised members this would be kept on the agenda to facilitate members to review and re-visited once the MD advised that the district visits were complete.

3.iv. Fleet Acquisition Proposals – update (Fleet Controller)

Director Clarke provided an update regarding the results from the tendering process. The Loader had been awarded to Atlantic Supply; however with regards to the trucks, just prior to submission to the CTC for review, they were notified by the winning bidder that due to the popularity of the vehicle their supplier could not confirm a delivery date, therefore voiding the delivery date proposed on their bid. The Vendor had proposed they, the Vendor, could look at an alternative distributor and advise on delivery date and costing. The Chairman advised the sub-committee they could not accept a proposal that was open ended and caution them to be mindful of discussions held with a Vendor who had openly removed themselves from the process, notwithstanding that the next bid was some \$100,000 more.

During the discussions Director Clarke made mention the cost of the trucks was some \$35,000 more than budgeted; however they was a saving of \$67,000 from the Loader which would offset this cost. Director Panton asked why there was a

difference when the Board was advised at a previous meeting there would be a savings. Director Clarke advised the matter needed to be looked into further.

The Fleet Coordinator was invited to give an update on the proposed plan of action from CTC. He advised CTC had advised they go back to the vendor to ascertain what they are able to propose with regards to delivery date. The Board cautioned the Fleet Controller to ensure it was good value for our money and we hold hard on the price originally quoted, and the original specifications should be reiterated.

Director Panton enquired as to the cost overrun. Fleet Controller explained when they first looked at replacing the vehicles they were looking at a specific type of vehicle; therefore the original quote reflected that type of vehicle. The variation came about when it was decided to give specifications of the vehicles and not the type of vehicle.

The MD explained that the Fleet Replacement Policy was now part of the OPS Manual, which would allow protocol to be followed in the future. When questioned if the CTC was the last stage of the process, the MD confirmed this would be the last tender for the first phase of the vehicle acquisition process.

The Acting Chairman requested the Fleet Controller provide a report for the sub-committee on the overall results of the process thus far. Director Panton advised that he include any extra vehicles that were purchased, that were not on the original list as well an update on the current status of the vehicles on hand.

The Board requested the Fleet Controller send the MD and updated appraisal on the vehicles and send an update on the auction to the sub-committee.

Director Panton advised the board of the 'Switch & Go' system which could have potential savings. He described the system to the board and advised the Fleet Coordinator to investigate it while taking to the vendor. The Acting Chairman asked that Director Panton meet with the Fleet Controller to discuss the possibility of getting the cost and effectiveness of the system.

The Chairman expressed his discontentment regarding the length of time taken to procure the vehicles that were approved at the beginning of the fiscal year and asked what steps were being taken to rectify the current situation with the recent bids. The MD advised they were currently working with the vendor to sort out the situation.

The Fleet Controller identified the vehicles that were still outstanding and advised he was in contact with the winning vendor regarding the CTC approval of the conditional award to same. He further advised the vendor had advised a 3 (three) month timeline for NRA to receive the vehicles. The Board agreed the Fleet Controller draft a letter to the vendor advising them the NRA would accept their bid with a delivery date of 30 September 2015; however the letter must stress the urgency of receiving the vehicles on or before the date and if they are unable to do so, to advise the NRA so other options can be pursued. The Chairman instructed the Fleet Controller to send a copy of the draft letter to Directors Clarke and Panton who are part of the sub-committee.

The Fleet Controller further advised Board Members that the water tanks had an approximate time of 1 (one) month, while there was an approximate time of 2 (two) months for the wheel loader.

Acting Chairman advised Board Members the sub-committee met the previous week and the matter regarding the outstanding trucks had been resolved. The Acting MD advised he had spoken to the vendor regarding the delivery date and it was anticipated a delivery date of late September early October for 5 (five) of the 6 (six) vehicles.

Fleet Controller Anthony Ebanks updated the Board on the delivery of the outstanding vehicles and the delivery of the large Roller which was expected during the week. Director Clarke asked that a report outlining the overall costs be created and presented to Board Members. Mr. Ebanks acknowledged and advised he would send it to the sub-committee that day.

The Fleet Controller advised there was no substantial update. The sub-committee met in July regarding the realized savings from Part A of the Fleet Acquisition Scheme and identified 2 vehicles and dump boxes which could be acquired with the savings. The Board gave approval for the Fleet Controller to purchase the vehicles and the dump boxes.

4. Operations

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

Board Members congratulated the Senior Engineer on the work performed on Godfrey Nixon Way and asked what challenges if any he had with the preparations for Smith Road.

Senior Engineer advised to Board Members up until the previous week he had made preparations to start works at the hospital 4-way junction and therefore base work had been focused there. He further advised that in accordance with the Water Authority he was in the process of meeting with landowners on site regarding the relocation of their water meters. Director Connolly inquired if there was a standard letter or if one could be drafted to address this matter. Senior Engineer advised they were using the standard form supplied by the Water Authority to address landowners and in all instances when meeting with the landowners they were marking out boundary lines and indicating the new meter locations.

The Senior Engineer also advised members of the issue with CUC regarding site lines and their inability to remove poles due to obstructions such as two homes on Melrose and Anthony Dr. and he enquired from the board if there was an update regarding the acquisitions on same.

Board Members stressed the importance of works starting at the eastern end of Smith Road, with Director Panton stressing night works, Director Ebanks stressing the importance of keeping the media abreast of the works with constant

updates and Director Clarke emphasizing a schedule for the works interjected into the current works schedule and timelines monitored.

The Chairman confirmed the following actions to be taken by the Acting MD:

1. Schedule a meeting with Water Authority
2. Schedule a meeting with CUC for Friday 10 July 2015
3. Request an update from the Ministry regarding land acquisitions, this correspondence should be copied to him, as well as contact should be made to Lands & Survey to acquire a drawing of the property to be acquired.
4. Senior Engineer should schedule crews to begin works around the school as soon as they finished up works at Godfrey Nixon Way and Red Gate Rd.

The Acting MD informed Board Members that he and the Chairman had met with CUC and Water Authority and both meetings were productive with both agreeing to assist the NRA with proposed timelines. While there were still a few issues to be sorted out with CUC, which included land acquisitions and costs, CUC had agreed to go ahead with works until these were sorted. The Water Authority confirmed they would begin moving the meters from the junction of Smith Road and Bobby Thompson Way this week. Plans were also in place to start works around the school area.

Director Panton suggested that while no major works could be done on Smith Road until water meters and poles were relocated; crews could work at clearing the vegetation that would be cleared during the project. While this process may look ad hoc, it would move the project along.

Acting Chairman enquired of the Ministry Designate Mr. Fawcitt the status of the four key property acquisitions. He in return advised the board 2 (two) of the 4 (four) possible claims had come in; however the claims had been considered out of proportion. Acting Chairman stated that possession of one of the key properties was essential for preliminary CUC works and it was agreed Lands & Survey would concentrate all efforts on negotiations with this owner's representative as a top priority.

Board members were updated by Mr. Hall on the land acquisitions which were currently holding up the works on Smith Rd. He advised an offer had been made to the landowner with possession to take place no sooner than the end of September; as the landowner had to give his tenants one month's notice to vacate. However depending on the urgency of the acquisition, a revised offer could be made to ensure quicker possession. The board instructed Mr. Fawcitt to correspond with the owners and come to an agreed offer which would allow for possession at the end of August.

Senior Engineer & Project Manager for the Smith Rd. project, Edison Jackson informed the board works were scheduled to begin the following week at the school, along John Greer Blvd. and Bobby Thompson Way. His team was also in the process of drawing up the plans for the re-configuration of Tropical Plaza, where a food stand, water meters and light poles had to be repositioned. The drawing would be finished that morning and sent to the planner later in the day.

In other areas they were in the process of moving garbage skiffs and were tentatively scheduled to be completed the following week. Water meters were being relocated and drains had been marked out and also scheduled to be drilled in the coming week with Island paving scheduled to begin curb works on 17 August.

Edison Jackson, Senior Engineer & Project Manager advised the board of the current works on Smith Road. He advised all dumpsters were relocated as were most of the water meters and they were current working on completing the one that was outstanding.

The pavement removal was scheduled for the following night and worked was continuing on John Greer Dr. The works needed at the school were completed and crews would be cleaning up the site this evening.

CUC was working in 3 phases as they worked their way down Smith Road removing and relocating poles and lines as needed as well as Logic and Lime would be following closely behind. It was anticipated that CUC would be able to have access and erect the pole in the property currently occupied, by Sunday 13 September.

The schedule was therefore as follows:

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

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.

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.

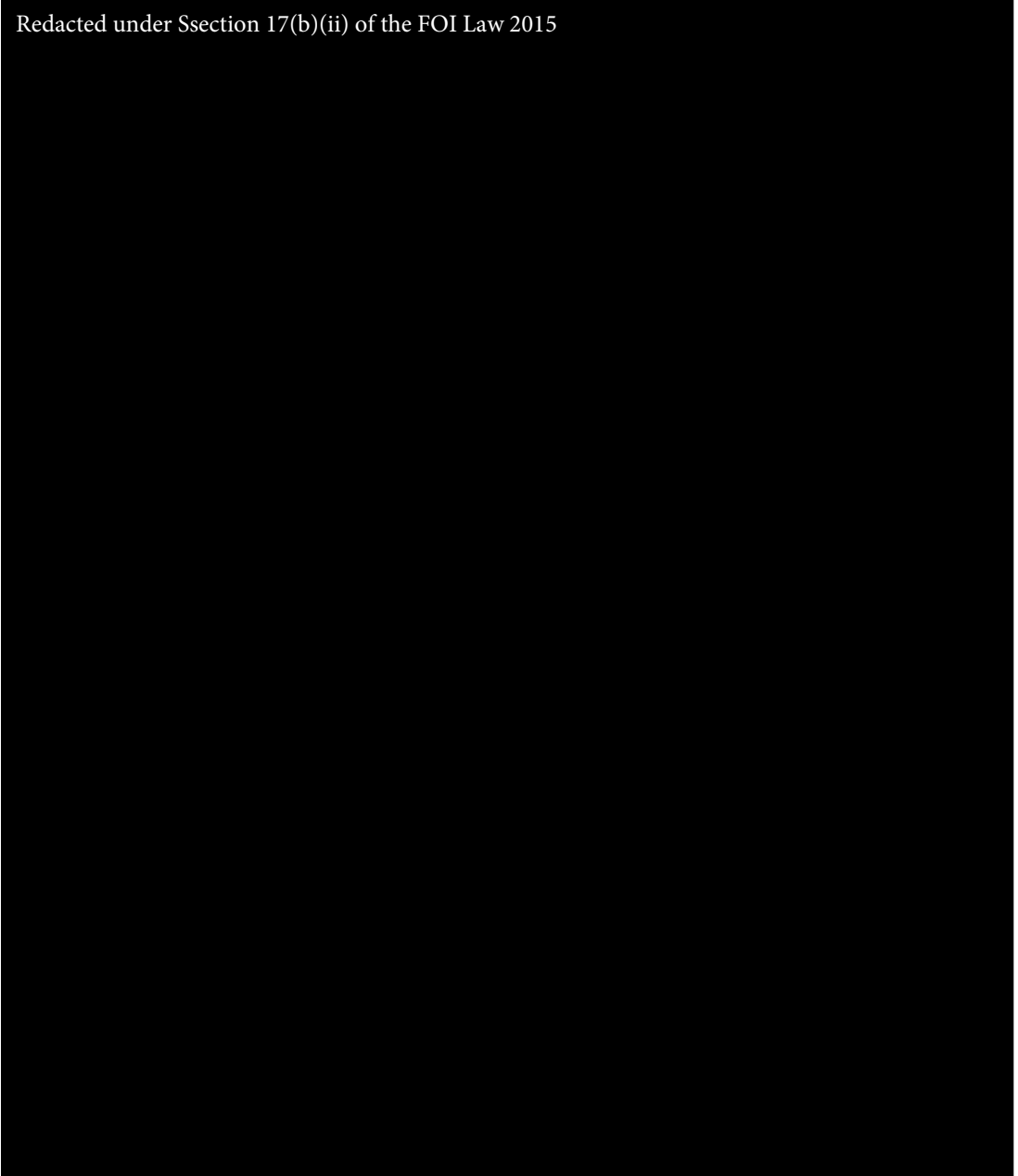
The MD confirmed that the poles on Crewe Road would be relocated as soon as CUC completed Smith. The Chairman suggested a recommendation be sent to the Ministry to do a BP for Palm Dale widening. He further suggested developing a schedule to look at the context of what the NRA was planning to accomplish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

5. Planning


5.i. Linford Pierson Hwy widening – legal advise

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

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



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



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.

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.

5.v. 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.

5vi. George Town Revitalization Corridor Options

The MD briefly updated the board on the plans which extended Godfrey Nixon Way to Stratfield House.

6. Other Business

6.i. Dart presentation

The MD presented a drawing which indicated Dart's current plans for, and their request to modify the agreement of the Easterly Tibbetts Highway. Director Panton offered scenarios and the MD agreed to look into all suggestions.

The MD updated the Ministry Designate and advised that while Dart was in negotiations with government they were also working on adjustments to their drawings. He further advised that Dart would like to present these adjustments to the board.

6.ii. Resolution to extend the Acting Executive Secretary appointment

Board Members unanimously approved the extension of the appointment of the Acting Executive Secretary from 1st July until the 30th September 2015.

6.iii. Update on Ironwood Development

Tristan Hydes the Ministry Director Designate advised he would be updating board members on the Ironwood Development in an upcoming meeting.

7. Date of next meeting

September meetings are scheduled for the 9th and 23rd of September 2016 and will be held in the NRA offices.

The meeting adjourned at 12:00pm.

Signature

Chairman of the Board

Confirmation of minutes:

Date:

Signature

HR Manager (Acting Exec. Secretary)

Seconded: Confirmation of minutes

Date:

