
**National Roads Authority
Minutes of the One-Hundred & Sixty-First Meeting
of the Board of Directors
held in
PWD Training/Resource Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday, 25 February 2015 at 9:30 a.m.**

In attendance were:

Donovan Ebanks	Chairman
Sheree Ebanks	Deputy Chairman
Stanley Panton	Director
Kenross Connolly	Director
Dane Walton	Director
John Edward Ebanks	Director
David Arch	Director
Gary Clarke	Director
Paul Parchment	Managing Director - NRA
David Fawcitt	Director Designate of Chief Officer, Ministry PLAH&I
Ronnie Dunn	Director Designate of Financial Secretary
Julie Campbell	HR Manager (Acting Executive Sec.)– NRA

Apologies:

Edward Howard	Deputy Managing Director – NRA
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1. Call to Order

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

2. Minutes of Previous Meetings

- a. 28 January 2015 – confirmed and signed
- b. 11 February 2015 – reviewed and changes noted

3. **Matters Arising from Minutes**

Minutes from 30 July 2014

3. i. **5a. Silver Oaks to Bobby Thompson Round-a Bout (Linford Pierson Hwy) widening/land acquisition**

MD circulated drawings including cross section drawings and discussed with the board.

The Board advised the MD to make changes regarding the depth of the asphalt surface, having the cross section going 86' all the way and separating shoulder and bicycle lane. The MD also has to sort out the issue by the church and roundabout and create the final draft to send to Mr. Obi at Lands & Survey to rework estimates for presentation to the board by the next meeting 27 November 2014, at which time Mr. Obi should be invited to discuss.

Valuation Officer from Lands & Survey distributed compensation estimate and discussed reasons for the increase from CI\$3,550,000 to CI\$4,400,000.

Senior Valuer, Lands & Survey confirmed the latest compensation estimate. The Chairman requested the MD have a final drawing with the changes requested emailed to him by Friday 12 December the latest Monday 15 December as he wanted to ensure a detailed drawing is submitted to the Ministry. The Chairman advised he would like to get it gazette during the last quarter of the financial year.

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

Details regarding the church were still to be finalized and the board agreed they had to be cognizant of the situation while being realistic and practical with the approach. The Chairman instructed for detail drawing to be completed and enquired who was leading the efforts and whose responsibility was it for getting them completed.

The MD circulated a map relating to the land acquisition by the church and advised the revised cost of \$80,000. Discussion surrounding the acquisition and compensation indicated further investigations were necessary prior to a final decision.

The Chairman advised he had spoken and written to the Solicitor General but had not yet received a response regarding the injunction.

The Chairman advised he had heard from the Solicitor General's office and she advised she was dealing with the issue and would get back to him shortly.

The Chairman advised he was approached by Mr. James Whittaker from the Cayman Compass concerning a statement on the widening of the Linford Pierson Highway. He proposed to the Board that he meet with him and brief him on the progress thus far; the Board agreed.

3. ii. 5b. Smith Road upgrade – land acquisition

Proposal drawings which included cross section drawings were circulated by the MD for the board to discuss and offer recommendations.

The Board advised the MD to adjust the drawings to include the following:

- a. Illustrated with three (3) traffic lanes;
- b. Sidewalk on the south side of the road with a curb on the north side; and
- c. Ascertain if the proposed land acquisition estimate of \$950,000 is a valid number

Valuation Officer from Lands & Survey distributed compensation estimate and discussed the reasons for the decrease from C\$900,000 to C\$750,000.

DDTP & SE presented drawings and explained that based on the current proposed scheme, acquisition from the school property and adjoining apartments were the main reason for the decrease in the compensation estimate.

Discussions were held regarding the current drawings presented to the board and the Chairman enquired how close to completion they were as he would like to roll forward for Gazetting early in the New Year. The MD advised they were about finished with the horizontals; however there were a few aspects which needed to be tied in; such as discussions with the school.

The MD is to make adjustments to the proposed drawing which includes the junction at Passadora Place & Melrose Lane. Suggestions were offered that the drawings be drafted to include the Humber Lane junction improvements which would include one passage under Section 3 of the law and the future passage under Section 26 of the law.

The MD circulated a memo indicating the new compensation claims. He also advised there were a number of schemes proposed for that intersection, and that drawings were not completed; however he would send them within the week.

The MD further advised drawings were sent to Lands & Survey and it was anticipated to begin the gazette process on 5 March 2015. Ministry Director

Designate confirmed they had not yet received the drawings from Lands & Survey.

The MD advised the board that final drawings were submitted to Lands & Survey approximately three weeks prior. The Chairman advised him to ask the Ministry to remain cognizant of the location of the drawings.

The DMD updated the board on the research completed thus far on Humber Ave and suggested a roundabout be placed at that intersection to allow for flow balance.

Ministry Director Designate advised the board the gazetting of this project was approved by Cabinet; however publication was being held off because the Minister wanted to speak to the land owners. Following this it will be published through an extra-ordinary gazette.

3. iii. 5b. Godfrey Nixon Way upgrade – land acquisition

MD advised the land acquisition was sent to the Ministry to be gazetted; however Ministry designate advised he had not received the documents. The MD was advised to look into the whereabouts of the documents as well as research the estimated cost for construction in order for the project to be started.

The compensation estimate of \$350K was previously presented to the Board on 22nd October 2014.

Ministry designate advised the documents were with the Ministry and a cabinet paper should be completed by Thursday 10 December 2014. The MD advised the Ministry Designate he could use the cost estimate that was submitted with other project costs that was previously submitted to the Ministry.

Final version has been sent to the Ministry and Lands and Survey, this is scheduled to go to Cabinet on 20 January 2015 and incorporated into the law 9 February 2015.

Ministry Director Designate confirmed the approval by cabinet on 20 January 2015; however it was not gazetted and would be done on Fri 30 January 2015.

The MD advised the tender documents for construction works inclusive of sidewalks, reconstruction and asphalt paving would be going out in a week and half.

The MD advised the public notifications went out and they were hoping to start within the next 10 days. Currently they were awaiting curbing costs, working on some fine details and preparing crews.

He advised Red Gate road was being cleared to hand over to Water Authority to install pipes and Canal Point was almost ready to begin works.

Director Panton expressed his concerns regarding one vendor (hot-mix asphalt) conducting the works and wondered if they would be able to complete them within the necessary time frame.

Minutes from 18 June 2014

3. iv. 4d. Fleet Acquisition Proposal

Director Panton advised the board just prior to the meeting he had received an email from the Works Manager stating that the process was 'ongoing'.

The Chairman advised he wanted a definite answer regarding the status of the acquisition. The MD received an update from the Works Manager advising proposals under the DTC & PO process regarding the acquisition of three pieces of equipment had been sent out the day before, that being 11 November 2014. There was still no update on the CTC component part of the acquisition. The Chairman advised the MD to follow up with Director Clarke regarding the process and reiterated that the MD has overall responsibility for the process.

Director Clarke of the Fleet sub-committee advised the board the CTC process was sent to the CTC board for approval, and the RFQ's were scheduled to begin coming in on 26 November 2014.

The Board requested a process and schedule be developed for all three elements with time line for results.

After review of the results RFQ and Purchase Order Vendors spreadsheet that was circulated by the MD; the Chairman suggested the addition of columns that would indicate (a) the comparison to the budget, (b) letter of credit and (c) possession. The Chairman also questioned single source vendors and advised he would prefer to go to multiple vendors. Director Panton of the sub-committee informed the board that the reason for single vendors was due to the NRA's retention of parts for particular equipment which was supplied by that vendor. This kept the cost down for replacement of parts which the NRA had in stock.

The Chairman advised the sub-committee to meet and review the document. Director Clarke advised there was still no reply from CTC regarding the documents presented to them for approval.

To date the NRA has received two vehicles which have been assigned. For acquisition of vehicles going through the CTC process, Deputy MD advised the CTC bid opening is scheduled for 16 January 2015.

The Chairman requested that once all vehicles were obtained, he would like to have the vehicles and their operators meet with the fleet sub-committee with the purpose of discussing the expectations of the board for the vehicle operators.

The MD circulated documents relating to tendering documents that went out in December and informed the Board that the heavy duty trucks need to be retendered as only one company returned a bid on crew cab trucks.

The Board directed the MD to revise the spreadsheet to indicate the process up to delivery of the equipment.

The MD advised that the specifications were changed and the re-tendering process was scheduled to begin the 11th or 12th February 2015, and referred to the schedule sent to the board.

The MD advised the re-tendering process had begun and it was to be published the week of 23 – 27 February 2015.

Minutes from 8 October 2014

3. v. 4a. Access issue – Esterley Tibbetts Hwy – (Clipper Bay)

The MD advised this was to update the board on the above. A letter was sent to the developers advising them that permission was not given; however until a solution was reached regarding the Roads Law and NRA Law amendments; the NRA could not enforce the decision.

Director Dunn advised the MD to write to the Attorney General to obtain assistance by having the legal department issue a cease and desist order.

Director Panton advised the Chairman of the discussion that had taken place during the last meeting and the fact there may be other access issues. The Chairman undertook to discuss with the MD on his return to office.

The MD advised there was still no response from the Attorney General; however he would follow up and revert to the Board. The Board expressed concerns that by the time there was a resolution of the issue the project would be completed.

The MD advised he had a meeting on Monday 1 December with the Attorney General's office. The Ministry Designate updated the board on the acquisition issues between the developer and the Ministry. The Board directed the MD to follow up and advise on the legal advice.

The MD informed the board he met with the AG's office; however there was some confusion regarding where they should be getting directions from, the NRA or the Ministry, as there still appears to be ongoing dialog between the Ministry and the Developer.

The Chairman stressed the importance of the NRA retaining its own legal counsel.

The MD reported to date he had not received a response from legal.

No update given.

The MD advised it was approved by Cabinet for the developer to construct a new access point.

The MD advised the Board he met with the developer to give guidance on the best way to complete the work. Due to the planned excavation works, Apec Consulting Engineers Ltd. were involved. Discussions were also in relation to NRA's role.

Minutes from 7 August 2014

3. vi. 4c. Speed Humps – upgrades and new installations

Reference was made to speed bumps and street lighting. NRA to carry out survey to determine number of speed bumps, specifications and cost to change them over a three year project. It was agreed that half the budget would be appropriated to replacing existing ones and the other half to install new ones.

The MD circulated a document which was provided to him by the Transportation Planner outlining the recent survey done on the speed humps.

Director Panton reiterated that the board's instructions were to obtain cost for a three year project.

The MD advised he would reinvestigate the issue and provide the board with an update.

The MD gave a presentation which updated the board on the different variations to reduce cost. The Board made the decision to replace the speeds humps on Seymour Dr. George Town as a sample; this way the board could inspect them and make a decision going forward.

Director Arch asked the if management would look into the possibility of having George Town Yacht Club address their speed bumps specs.

The MD advised the speed humps on Seymour Dr. were not completed due to scheduling issues with a local paving company.

The MD advised that one speed hump was completed on Seymour Dr. and Director Panton reported in his opinion it was a 90% improvement. He also queried the report previously requested on a three year project to convert all speed humps to speed tables. The MD informed him the report was included in the MD monthly report.

No Update given as discussion of the MD report was postponed until 28 February meeting.

A schedule was distributed by the MD and the Board discussed costs. The MD confirmed that contractors performing the works were provided with a template for the design of the speed humps.

The MD advised he was waiting on the Contractor to complete the speed humps in-front of George Town Yacht Club. Director Panton presented the Chairman and MD with information on a product that could be utilized and in return be more cost efficient.

3. vii. 5.iv. Consultation Process with Landowners Impacted by Proposed Acquisitions

While Mr. Obi, Lands & Survey, was in attendance, the Chairman raised the suggestion that the NRA consider establishing a protocol for consulting property owners who would be affected by proposed acquisitions of their lands to effect road improvements. While historically there has been some consultation, he suggested that there may be merit in considering a protocol that affords all owners, and in some cases members of the public as well, the opportunity to have proposals presented to them and provide feedback.

Mr. Obi supported the idea and the Board also expressed its support.

Dep. MD informed the Chairman he had sent him an email the day before regarding the progress thus far and updated the Board that this was still in the pre-consultation process as there were a number of issues to consider.

The DMD advised they were hoping to supply an update by the next meeting.

The Chairman advised the MD he had not received an update from the DMD. He was aware that Lands & Survey were having staffing issues; however needed an update on the issue.

Minutes from 14 January 2014

3. viii. 4.ii Revised Street Lighting Costs

The MD circulated a copy of the invoices received from the T & D Planning department which indicated an increase by 100% in some instances.

The Chairman requested the MD send an email to the T & D Planning department acknowledging receipt of invoices and advise which invoice was approved for payment and why. Enquires should also be made with regards to the difference in rate charged on the invoices.

The Board members discussed the seeming lack of a formal agreement between CUC and Government regarding street lights and the policies and procedures which would relate to such an agreement. The Board asked the Ministry Director Designate to research the current CUC licence and advise the board as to what if any provision there was within the licence in respect of 'street lighting'.

The Chairman raised the idea of engaging a firm who would be able to advise the NRA on the technical issues such as lighting levels, lighting equipment and alternative energy sources. He felt that the NRA and CIG were substantially under-resourced in deliberating with CUC and the ERA.

The MD advised he had attended a courtesy meeting with CUC where he discussed the issue of the NRA not being involved in recent ERA consideration and approval of the new street lighting base rates. He also sought records of the original street lighting agreement as previously indicated by CUC to exist.

The Chairman reminded the board that the Ministry Director Designate was researching the current CUC license to advise the board as to what if any provision there was within the license in respect of 'street lighting'.

The Chairman asked the MD to follow up with Mr. T. Hydes of the Ministry the information regarding the CUC licence which he had undertaken to ascertain.

Minutes from 11 February 2015

4.i. Appointment of Acting Executive Secretary [NRA Law ss.7.(6)]

The Chairman raised the need for the Board to take a formal decision to appoint Ms. Julie Campbell, HR Manager to act as the Executive Secretary in accordance with the NRA Law ss.7.6. This appointment would be retroactive from 27 August 2014 through 30 June 2015 or such other date that the Board decides.

Redacted under S.23(1) of the FOI Law 2015

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4. New Business

i. Budget 2015/2016

Director Designate Financial Secretary advised that he did not recall seeing the budget set before the board for approval and reminded the board that submission date to the Ministry of Finance was 13 February 2015.

The MD circulated the proposed budget document and discussed the outputs; however Director Designate of Financial Secretary advised the board that what was presented was in the wrong format and reflected what the Board wanted as stakeholders, what was needed was a reflection of Cabinet as the shareholders.

The Chairman advised the MD & DMD to compile the information within the next 24 hours for submission.

The MD confirmed the budget was submitted on time with the assistance of Financial Secretary Director Designate.

5. Other Business

5.i. Intersection at Jose's gas station

Discussions surrounding some of the issues at Jose's intersection prompted the board to request the drawings that were once proposed from the Cayman National round-about to Mango Tree restaurant. The Chairman requested the MD to present the drawings at the next board meeting and agreed with the MD to include what was proposed from Maclendon Dr.

5.ii. Anton Bodden Dr.

With the above road schedule to be paved within the District Roads schedule; the MD found it necessary to present to the board a design which included a by-pass that included Condor Dr. and Anton Bodden Dr. and advised the Board they had to address the matter quickly due to the upcoming road works.

The Board agreed that the hot-mix overlay should include both Anton Bodden Road and Condor Dr to Shamrock Rd.

The Board advised the MD to ensure the speed humps by the Bodden Town Primary be retained especially north and south of the school.

5.iii. Data counting scheme

The MD discussed the need to develop a comprehensive data collecting scheme in order to provide necessary information. He advised that there were two choices with

regards to doing the work effectively and efficiently and this lies between hiring an Engineer for the short-term or due to limited space; hire a consultant.

The Chairman advised the MD to explore the potential of getting the counts from the CCTV network and make the necessary inquiries regarding the capabilities of the CCTV in providing the necessary information. The MD is to contact the CCTV supervisor in this regard.

5.iv. Rum Point intersection

Director Panton inquired if there was a potential start date for the Rum Point intersection; the MD advised there wasn't; however he would provide him with one by the end of the day.

5.v. Traffic arms for Bobby Thompson traffic signals

Director Connolly requested an update of the traffic signals which should according to previous meetings be on island and ready to be put into place. Director Walton also queried the timeline on the delivery date. The MD advised upon reviewing the cost for airfreight, which was a substantial amount, he had advised the Works Manager to have them send ocean freight. This cost although substantially less, would take a longer time for delivery.

5.vi. DVES design of new facilities

The MD presented to the Board a drawing of DVES proposed new facility and informed Board Members he wanted them to be aware of the drawings; as what was proposed affected NRA's proposed new facility plans.

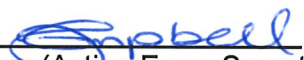
6. Date of Next Meeting

March board meeting are scheduled for 11th and 25th March 2015.

7. Adjournment

The meeting adjourned at 12:40pm

Signature 
Chairman of the Board
Confirmation of minutes: 25 March 2015
Date: 25 March 2015

Signature 
HR Manager (Acting Exec. Secretary)
Seconded: Confirmation of minutes
Date: 25 March 2015

