
National Roads Authority
Minutes of the One-Hundred & Fortieth Meeting
of the Board of Directors
held at Public Works Department (PWD) Training/Resource Room,
370 North Sound Road, George Town, Grand Cayman,
Wednesday, 26th February 2014 at 9:30 a.m.

In attendance were:

Donovan Ebanks	Chairman
David Arch	Director
John Edward Ebanks	Director
Stanley Panton	Director
Gary Clarke	Director
Kenross Conolly	Director
Ronnie Dunn	Director Designate of Financial Secretary
David Fawcitt	Director Designate of Chief Officer, Ministry PLAH&I (alt.)
Paul Parchment	Dep. Managing Director (Actg.) - NRA
W. Olsen Bush	Chief Financial Officer - NRA
Lois Hall-Vaughan	Executive Secretary

Apologies:

Mrs. Sheree Ebanks	Dep. Chairman
Dane Walton	Director

Absent:

Brainard Watler	Director
Edward Howard	Managing Director (Actg.) – NRA

Members of the Board met at 9:30am (prior to the meeting) and toured the NRA Warehouses on Kingbird Drive. These two units house the Signs & Lines crew, material and equipment and the Lab.

1. **Call to Order**
The meeting was called to order at 10:05 am by the Chairman.
2. **Minutes of Previous Meetings**

Minutes of Meeting held February 12, 2014 were reviewed and approved subject to minor amendments.

3. **Matters Arising**

4a. **2013/2014 Works Programme**

In regards to Barnes Drive which was recently upgraded, the NRA is to meet with the Director of the cement company tomorrow (February 13, 2014) to discuss the company's using of Barnes Drive versus Sparky Drive which is desperate need of repair. Prior to the meeting the NRA is to ascertain if this company was formerly invited to participate/contribute in the repairing of Barnes Drive which was done by the NRA/residents of Barnes.

4b. **Kingbird Warehouse Lease Agreements**

The MD Actg. who is currently on leave is to provide an update on the status of the query on the possible lease to own or purchase in regards to the warehouses.

4c. **Management Report**

Director S. Panton queried the possibility of NRA management providing the Board with monthly projected targets, so that members will be able to ascertain what is being done and that it is being done. The DMD Actg. is to provide this information by the end of this week.

5a. **Trenching Policy**

An update is to be provided by the MD Actg. or the Ministry on the current status of the legal opinion on the Trenching Policy.

5b. **Update on legal action by the former Managing Director**

This is to be provided by the Deputy Chairman at the next meeting.

4. **New Business**

4a. **2014/2015 Budget Proposals**

Copies of the 2014/2015 Budget Proposals were circulated for review by members.

It was suggested that consideration could be given to doing work on major arterial roads e.g. Shamrock Rd. and Linford Pierson Highway during the summer when school is out and there is less traffic.

A number of changes were made by the Board. The revised budget reflecting these changes is to be circulated to by NRA management to the Board later today with a target for submission to the Ministry not later than noon tomorrow (February 27, 2014).

The Chairman suggested that now that the Works Programme 2013/2014 had been agreed with the budget proposals, there is a need to have a Strategic meeting to identify and plan clear goals and objectives, and to look at key issues. This will assist in assessing the performance evaluation of the MD Actg. and DMD Actg.

4b. 2013/2014 Expenditure Monitoring & Forecasting

The Board requires assurance on information of how funds are being used and whether the budget will be adequate to fund the planned activities for the remainder of the year. Financials to the end of February 2014 are to be presented at the next scheduled meeting and the CFO will be invited to speak on the projected financial forecast to year end.

There is a need to establish a Miscellaneous Budget to cover unexpected incidentals. The CFO is to also set up a rolling asset depreciation fund which was not previously done properly.

4c. MD's Report – Oct. – Dec. 2013

Copies were circulated to members for review and comments.

4d. Recruitment of MD

NB: The DMD Actg. (currently acting for the MD Actg.) was excused from the meeting prior to the discussion of this item.

Copies of the current Job Description, Salary Scale and Contract (for the former MD) were circulated to members for review.

The Chairman informed the Board that he had met with Chief Officer of the Portfolio of the Civil Service (PoCS) and discussed the possibility of that office providing HR support to the Board in this exercise. PoCS had recently assisted the CI Airports Authority in its recruitment of a new top executive.

PoCS indicated its willingness to assist the Board and copies of the document had been shared. In turn, PoCS produced an initial set of questions in relation to the job description, an initial schedule of tasks and an initial timetable copies of which were also circulated to members.

The Chairman inquired of members if they would be willing to have an Extra Ordinary meeting of the Board to discuss this item. Members agreed and the meeting was set for Friday, February 28, 2014 - 9:30am.

5. Other Matters

5a. Director's Resignation

The Chairman informed members that Director Brainard Watler had tendered his resignation from the Board effective February 28, 2014.

6. Date of Next Meeting

The next meeting is scheduled for March 12, 2014.

7. **Adjournment**

The meeting adjourned at 12:20pm.



Signature
Chairman of the Board
Confirmation of Minutes – 26.02.14
Date: 26.03.14



Signature
Executive Secretary
Seconded: Confirmation of Minutes
Date: 26.03.14