
**National Roads Authority
Minutes of the One-Hundred & Fifty-Ninth Meeting
of the Board of Directors
held in
PWD Training/Resource Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday, 28 January 2015 at 9:30 a.m.**

In attendance were:

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

Apologies:

Sheree Ebanks	Deputy Chairman
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Invited:

Denis Thibeault	Assistant Director Transportation & Planning
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1. Call to Order

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

2. Minutes of Previous Meetings

- a. 14 January 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.

Chairman suggested the Board take the necessary steps to lift the 2001 injunction. He informed the Board that he had discussed this step with the Ministry in just before Christmas and the Ministry is supportive. He undertook to liaise with the Solicitor General's office within the next week and indicated he would raise the possibility of engaging outside legal counsel who are better able to handle such matters. He advised he would apprise the board of the outcome of the meeting.

The Board expressed its support for the initiation of action to remove the injunction and for the commitment of the most appropriate resources to accomplish this.

Redacted under Sec. 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.

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.

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.

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.

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.

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 the 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.

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.

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 the 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.

4. New Business

i. Land acquisition claims – Block 14 S.23 (1) of the FOI Law 2015

The board made the following recommendations:

- a. Look at the practicality of the Department of Environmental Health (DEH) utilizing it as a means to turn their trucks around. What isn't required can then be looked at for disposal.
- b. Submit to Lands & Survey
- c. Reach out to the landowner adjoining the property to ascertain if they have any interest.
- d. Make recommendation to Ministry.

ii. Monthly report as of 31 December 2014 – status

The Chairman asked the Director to review and make comments on the report for discussion at the next board meeting. He made mention a decision regarding the submission time of the report and different sections of the report had to be made at the next board meeting.

5. Other Business

i. Minutes from 10 Dec 2014

5 i. Bobby Thompson Traffic arms

Director Connolly asked for an update on the traffic arms at Bobby Thompson Way. Director Panton explained he had spoken to the Works Manager; however had not received a satisfactory answer; especially regarding the negotiations with the overseas contractor.

The Chairman advised the MD to have the Works Manager attend the next board meeting on 14 January 2015 to give an update on the traffic arms as well as other tasks which were assigned to him.

Director Panton requested an update of which the Works Manager should have presented at today's board meeting. The MD advised the Works Manager had not reported to work due to illness; however there was information relating to the issue in the MD monthly report.

The Chairman requested the MD direct the Works Manager to present a summary of the report one week prior to the next board meeting and be available to speak on it during the same.

The MD circulated a report from the Works Manager who attended the meeting to appraise Directors of the credit history from the company who provided the initial replacement arms. The Board directed that an order be placed to absorb the credit. The Works Manager advised installation of the repaired arms and new lights could be completed within 4 weeks.

Discussions regarding the maintenance issues, other sources for parts, secondary safety features and backup systems followed.

The Board requested the Works Manager research the backup power system and report back to the board at the next meeting.

5.ii. Curb refurbishment at Hutland Rd.

Director Panton advised the Board he was approached by the North Side Pirates Week Committee regarding the curbing and upkeep of the island at Hutland Rd and Rum Point Dr. The committee was requesting the NRA donate the funds to refurbish the curb while the committee would supply the landscaping and upkeep.

The Board agreed NRA instead of donating the funds they would refurbish the curb while the North Side Pirates Week Committee would be given possession of

it for a period of two years. The MD was advised to look at the curb and make the necessary arrangements.

Director Panton updated the board on a recent meeting he had with NRA employee Phillip Berry regarding the curb refurbishment at the site. While at the site they noted the difficulty motorists were having identifying the entrance and exit to the road and discussed solutions. The Chairman requested the MD meet with Mr. Berry to develop a drawing of the proposed solution to present to the board at the next meeting.

The MD circulated the report from Mr. Berry; however Director Panton noted there were no official drawings done and there were signage issues. It was suggested Director Panton meet with the Works Manager to discuss signage. The board discussed the possibility of using recycled tires for curbing; however because of the time line to proceed with the Hutland project and investigate the product for future projects.

ii. Surveys and designs

The Chairman enquired of the MD the status of surveys and designs and the individual responsible for ensuring completion.

The MD advised the Senior Engineer was the person responsible and to date the following were completed: Canal Point, Humber Lane, Smith Road and Godfrey Nixon. There was a meeting scheduled in the afternoon with an external consultant.

iii. 2015/2016 Budget

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.

iv. Red Gate Road

The MD advised the Board that the fence had been moved and they were progressing with the Chip & Spray which should be completed in February. The Board enquired of the MD what the potential cost savings would be to pave the road instead of chip and spray.

v. Update on pending matter regarding former MD


Director Clarke updated the Board Members who had not excused themselves from the situation on the recent events.


6. **Date of Next Meeting**

February meetings were set for 11 & 25 February 2015.

7. **Adjournment**

The meeting adjourned at 12:30pm

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

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