
National Roads Authority
Minutes of the One-Hundred & Seventieth Meeting
of the Board of Directors
held in
PWD Training/Resource Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday, 24th June 2015 at 9:30 a.m.

In attendance were:

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

Apologies:

Sheree Ebanks	Deputy Chairman
Edward Howard	Deputy Managing Director – NRA
Gary Clarke	Director
Dane Walton	Director

1. Call to Order

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

2. Minutes of Previous Meetings

- a. 27th May 2015 – minutes confirmed.
- b. 10th June 2015 – reviewed and confirmed

3. **Matters Arising from Minutes**

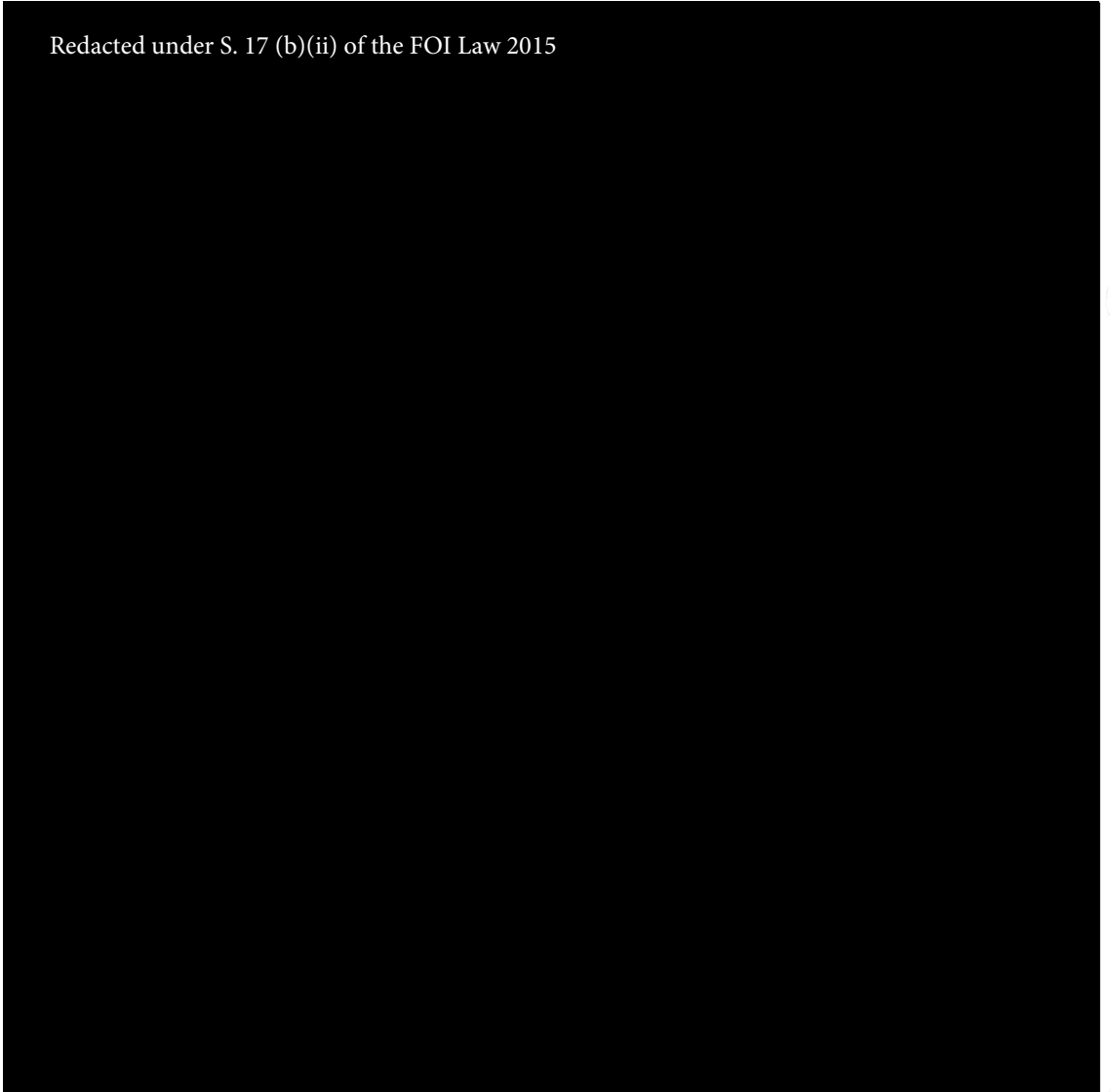
Minutes from 30 July 2014

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

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.

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



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

Ministry Director Designate updated Board members that the Minister had spoken to the land owners and the project would be published in the gazette on 11 March 2015. The preliminary design was received from APEC and was sent back with remarks.

The MD advised they were supposed to start works the first part of April; however they were still sorting contracts as NRA proposed contracting several contractors to get the work done. The DMD advised he had met with the Board of the Primary school and there were discussions regarding proposed entrances as well as the school discussed the possible assistance they may require from NRA, i.e. drainage. The DMD confirmed to date there had not been an official request to that regard.

Confirmation was received from the MD with regards to the receipt of the revised drawings from APEC. He further advised bids for concrete and accommodation works were now being itemized and the compensation claims were with Lands & Survey; however they had not to date received a response from them. The MD stated CUC had been contacted regarding the movement of the pole; however there was some controversy surrounding the cost of moving poles and who should bear that cost.

The Board agreed that until funds were made available from the Ministry this project would be on hold.

The MD advised they were meeting with Water Authority and CUC to 'walk through' the proposed plans.

The MD advised that they would be addressing the utilities within the next 10 days as contact had been made with both CUC and the Water Authority. Discussions were also held with regards to the partial closure of Smith Road and an update on Red Gate Rd was given by the MD. The Board requested the Senior Engineer provide them with a schedule of the works programme by Friday 29 May 2015.

The MD advised he sent the schedule via email on 29 May and gave an update on the finances to date regarding the Smith & Humber upgrade. He advise the

remediation works for the Prep School was not included and further advised the final plan had not yet been fully endorsed.

The Chairman inquired of the MD in terms of finances, procurements and base works, what was the current position of the organization as the goal was to start in July when school gave holidays and have that section of the road operational prior school opening in September. The MD advised they were set to start in July; however were still working on certain issues such as water meters, drilling of wells and the movement of poles by CUC.

Discussions were held regarding hours of works operation and suggestions included nights and weekend. The MD advised he was currently sorting out the plan of operation as was in contact with vendors regarding their proposed times of operation. He also advised the Board the Senior Engineer would be the Project Manager and would receive assistance from others such as the Works Manager.

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 these 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 indicated (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.

The DMD advised the documents were submitted to CTC and CTC had written back and advised NRA to revise the tender document and re-tender. The revision was done and submitted to CTC for review and there should be a response from CTC on the 11th or 12th March 2015. DMD further stated that due to a scoring error on the tender for the wheel loader the CTC required re-tender for that item. Re-tender was done voluntarily for the crew cab trucks as no bids were received.

The MD updated Board Members on the equipment already received. The Board members expressed their concern about the upkeep of the equipment and the sub-committee requested a copy of the vehicle policy.

The MD noted that tenders for the trucks went out on the Fri prior to the meeting, 20 March 2015. He went on to discuss the update of the equipment received and the equipment still outstanding.

The MD advised there were no new updates, the bid were out for tender. Director Panton queried why the tender advertisement in the Caymanian Compass was contrary to what the sub-committee agreed on. He further enquired as to why the changes were made, who made the changes and why the sub-committee was not advised of the changes. Director Panton further insisted he wanted to know who was in charge of submitting the tender and who made the decision to make the changes.

The MD advised he had not been privy to changes and was under the impression the sub-committee was aware of the change. He offered that the CTC may have made recommendations and the changes were made accordingly. The DMD who

sits on the CTC board advised Board Members that the CTC board does not offer recommendations; rather they accept the information submitted to them.

Director Clarke advised the MD to obtain the justification as to why the change had been done and who had made the changes.

The Works Manager was invited into the meeting to address the Board's concerns regarding the changes referred to in the previous board meeting. The Works Manager circulated a copy of the email which was sent to the sub-committee detailing the differences in the terminology which had varied at various points of the process. The vehicles' description changed according to their specifications and therefore the change in the advertisement published.

The Board was satisfied that the units being sought were appropriate for the respective purposes.

The DMD advised the board there had been a mix up of applications at CTC and the NRA documents had been inadvertently placed on hold; he advised there was a bid opening this week when NRA documents would be reviewed.

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 was 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 Coordinator 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.

Minutes arising from 25 February 2015

3.v. 5.1 Intersection at Jose's Gas station/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.

3vi. Prospect Point to South Sound Rd. Improvements

Director Panton spoke on the reason for bringing this matter to the Board's attention. He outlined measures which he believes would alleviate congestion of

morning traffic going into South Sound and ensure a better flow of morning traffic going into town at the DMS roundabout. The Chairman directed the DMD to develop a design which is to be submitted to the Board in a month's time.

The MD presented drawing and advised Board members that these were just preliminary drawing as they were seeking input and just started looking at options. During the discussion the Board asked the DMD if he could review options for solutions to the traffic issues at:

the intersection at Shamrock Road and the westbound access to the E-W arterial in the vicinity of the Red Bay School; and

Savannah Primary School to mitigate speeding in the 'school zone'.

There was no significant update; however Director Dunn suggested while looking at possible solutions, they look at the possibility of taking a few feet from the centre median.

Nothing more to report.

Nothing to report.

3vii. 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.

No update given.

Due to time constraints, no update was presented.

Nothing to report.

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.

3.viii. 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.

4. New Business

4.i. 2015-2016 Budget and Works Programme

The MD circulated documents pertaining to the above and reiterated the need to know the allocation of funds. The Director Designate of Chief Officer advised the MD that with the funds available CI\$1,000,000 he could prioritise the use of these funds as he saw necessary.

5. Other Business

i. Claim for S. 23(1) of the FOI Law 2015

The Chairman explained that he was approached by S. 23(1) concerning a decision made for claim for compensation. The Board was invited to decide whether it wished to reconsider the matter. After discussions it was decided in order to have a full understanding of the issue, the Senior Valuator, Lands & Survey would prepare documents surrounding the issue for the Board to discuss at the next meeting.

The Chairman asked the Executive Secretary if she had received any information regarding S. 23(1) claim. Upon hearing she had not, he requested she contact the Senior Valuator, Lands & Survey for an update so that the information could be presented at the next board meeting.

The board agreed to reconsider the applicants claim for compensation citing Section 3 of the Roads Law to be unclear with respect to advising all registered landowners of intention to develop or construct the road. The Chairman advised the Senior Valuator to advise S. 23(1) in writing that the board will reconsider a claim from the registered proprietors in respect of the property acquired under Boundary Plan 444 of 14 Nov 2002.

As there was no update from Lands & Survey, the Chairman directed the Acting Executive Secretary to contact Lands & Survey and provide an update at the next meeting.

The Executive Secretary (Acting) gave the Chairman an email which was sent by Lands & Survey which indicated contact had been made with S. 23(1)

The Executive Secretary (Acting) advised there had been no update from Lands & Survey regarding the receipt of a claim.

There was no further update from Lands & Survey as to whether S. 23(1) or others had made an official claim.

To date there has been no further information regarding a claim from Lands & Survey.

ii. Notice of Interest

The Chairman reminded Board Members to submit their Notice of Interest prior to 30th June 2015.

iii. COLA

Having the majority of Board Members agreeing to the MD COLA recommendation via email, the Chairman confirmed the Board's decision to award a 1% COLA to all NRA employees effective 1st July 2015; the MD is to advise the Cabinet Secretary accordingly.

iv. George Town Revitalization

Director Designate of Chief Officer introduced designs that outlined the proposed road development for the George Town area and advised he was seeking the Board's approval to have it gazetted. The Board agreed subject to the recommendations of 5 lanes being included into the design.

v. Board Meetings

The Chairman inquired of the Board Members their opinion on the frequency and content of the board meetings. It was agreed the frequency of the meetings would remain the same; however the agenda would change to accommodate matters relating to operational, strategic, planning and development of the organization.

The Chairman also agreed the meetings would now be held in the NRA conference room, where better IT resources were readily available.

vi. Resignation of Member

Financial Secretary representative, Mr Ronnie Dunn, advised the Board that he was leaving the civil service on 30 June 2015 and this would be his last meeting. The Board unanimously thanked Mr Dunn for his outstanding contribution and wished him good health and every success.

6.

Date of Next Meeting

Next board meetings are scheduled for 8th and 22nd July 2015 and will be held in the NRA conference room. The MD advised he would be absent from both meetings as he will be on leave.

Signature

SHL For Confirmation

Chairman of the Board

Confirmation of minutes: 22 July 2015

Date: 22 July 2015

Signature

Apbell

HR Manager (Acting Exec. Secretary)

Seconded: Confirmation of minutes

Date: 22 July 2015

