
**National Roads Authority
Minutes of the One-Hundred & Sixty-Third Meeting
of the Board of Directors**

**held in
PWD Training/Resource Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday, 25 March 2015 at 9:30 a.m.**

In attendance were:

Donovan Ebanks	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
Edward Howard	Deputy Managing Director – NRA
Tristan Hydes	Director Designate of Chief Officer, Ministry PLAH&I
Julie Campbell	HR Manager (Acting Executive Sec.)– NRA

Apologies:

Ronnie Dunn	Director Designate of Financial Secretary
-------------	---

Absent:

Sheree Ebanks	Deputy Chairman
---------------	-----------------

1. Call to Order

The Chairman called the meeting to order at 9:45am

2. Minutes of Previous Meetings

- a. 25 February 2015 – confirmed and signed
- b. 11 March 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**

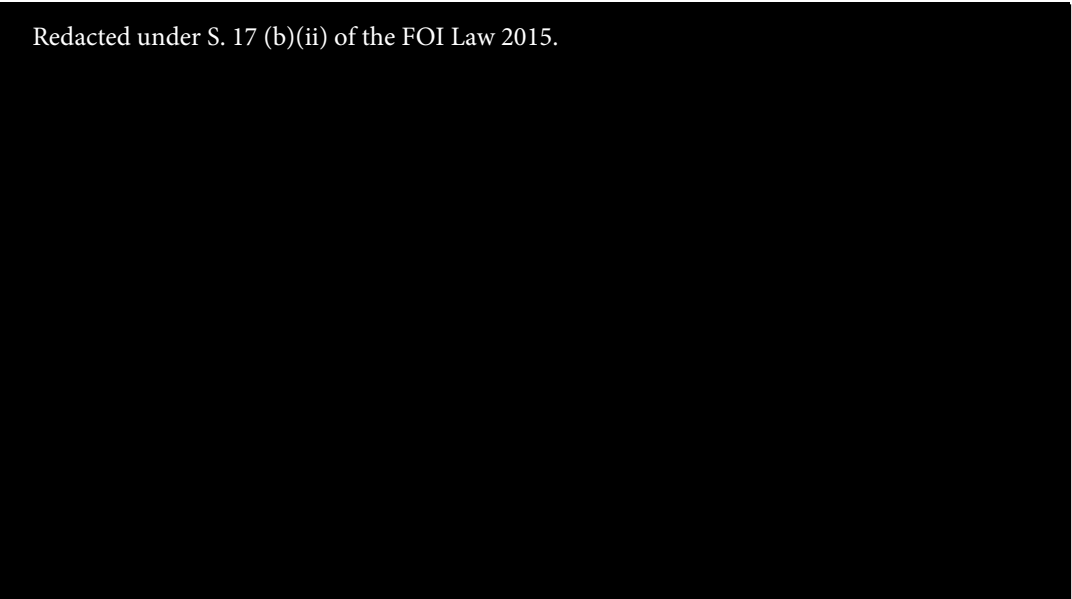
MD circulated drawings including cross section drawings and discussed with the board.

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.

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

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

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.

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.

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.

The MD advised that as per Section 6 of the Roads Law, the 15 day waiting period from the publication of declaration had ended the previous week. He further stated that the tender for the construction of the sidewalks would go out the week of 16 – 20 March 2015. The MD also took the opportunity to update board members on the works on Canal Point Rd. which began the previous night.

The MD advised the Water Authority had commenced their works on Godfrey Nixon, while CUC was schedule to move the guide wires. The NRA had received a quote for Island Paving regarding the Type F curbing and was schedule to begin works 2 April 2015.

Other Item: Remediation of Roundabouts

The MD further stated that he received drawings for APEC the day before and they had made significant progress with the round-a-bouts. The anticipated start date for this project is late June.

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.

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 for 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.

Minutes from 7 August 2014

3. v. 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.

DMD advised he had just received the information from Lands & Survey regarding pre-consultation for road gazettal's in other countries. The Chairman advised him to email the document to him for perusal.

No update given

Minutes from 14 January 2014

3. vi. 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.

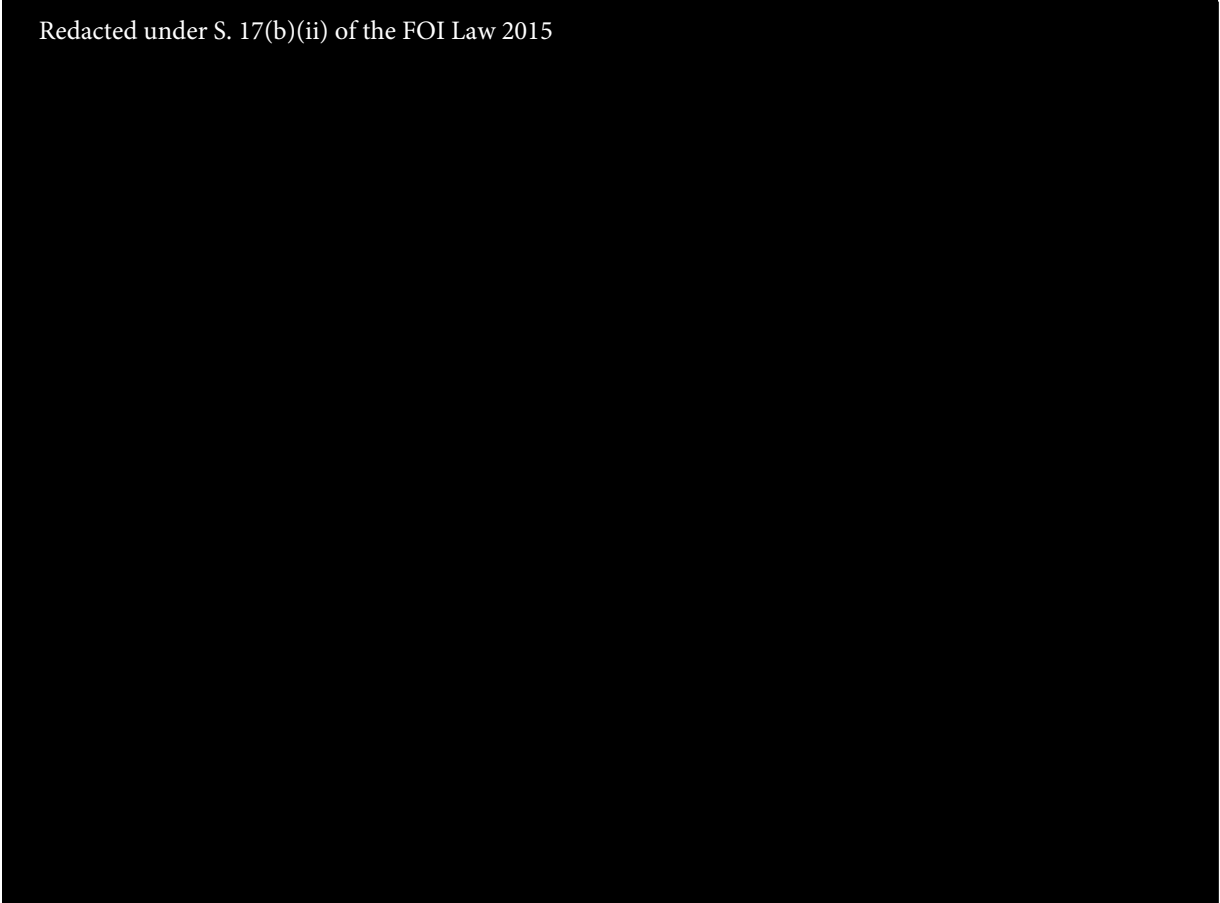
The Chairman reminded the board that the Ministry Director Designate was researching the current CUC license to advise the board as to what if any provision there was within the license in respect of 'street lighting'.

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.

No update given

Minutes from 25 February 2015

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



4. **New Business**

4.i. **Explosives Law – update**

The MD advised it was currently with legal drafting.

5. **Other Business**

i. **Cash Flow**

The CFO was invited to discuss the revised accounting summary.

ii. **Claim for** Redacted under 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). 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.

iii. Traffic counts

The DMD updated the board with the following: Annual all-island traffic counts are planned for Feb/Mar 2016. A draft RFP is near completion along with a count location map and spreadsheet. The NRA has received expressions of interest from four US based companies and one company based in Mexico. The Mexican based company is the same company that recently completed field surveys for the iRAP safety study.

This is the first time that an all island traffic count will be conducted since the formation of the NRA. The last comprehensive traffic count was in 1999 with only partial counts done hence. The NRA is currently consulting with interested parties over finer details such as types of counters available, methodology for counting, etc. It is conceived that public tender may be done beginning or mid-summer to allow the successful bidder time to source equipment and to work out count methodology, shipping, work permits, and other logistics in time for early 2016.

The DMD is to present at the next meeting a map of the count location. The preliminary cost for an all-island traffic count to be around \$180-200K.

The DMD explained the details of the cost and discussed the pros and cons of NRA purchasing their own counters including the cost of maintenance. The Chairman queried the amount of counters currently on hand and advised to look at the last time there were counts taken on Linford Pierson Highway and get a feel of the current counts by placing the counters at the locations they were at previously. Therefore using the counters on hand and the ones recently purchased to place in high traffic areas such as; Grand Harbour, Linford Pierson Highway, South Sound, Bobby Thompson Way and the intersection next to Jose's service station.

The DMD explained the map which he distributed which illustrated the locations for new counts. He further advised the board they were currently working on a traffic model, the next step would be to develop the model and this would mean a significant amount of research had to be done.

iv. Update on compound improvement project

Director Panton requested an update on the works which should have been well underway at this time. He enquired as to what the holdup was because this would cause a delay in the Signs & Lines moving from their current location in September 2015, which was what one of the main goals of the compound project.

The MD advised the holdup was mainly due to two issues, one being the NRA was waiting on PWD regarding electrical works and the other was the drawing that was produced by PWD for the Department of Vehicles & Equipment Services, which indicated they would be utilizing the area NRA had set aside for improvement.

The MD also advised that they were currently looking into re-establishing the lab and this was taking a considerable amount of time as this was too linked with the electrical issues.

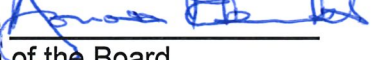
The Chairman requested a summarized update from the Project Manager overseeing the compound improvement at the next board meeting.

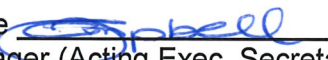
6. Date of Next Meeting

Next board meeting are scheduled 15 April 2015.

7. Adjournment

The meeting adjourned at 12:35 pm

Signature 
Chairman of the Board
Confirmation of minutes: 15 April 2015
Date: 15 April 2015

Signature 
HR Manager (Acting Exec. Secretary)
Seconded: Confirmation of minutes
Date: 15 April 2015

