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**National Roads Authority**  
**Minutes of the One-Hundred & Sixty-Eighth Meeting**  
**of the Board of Directors**  
**held in**  
**PWD Training/Resource Room,**  
**370 North Sound Road, George Town, Grand Cayman**  
**Wednesday, 27<sup>th</sup> May 2015 at 9:30 a.m.**

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**In attendance were:**

Donovan Ebanks	Chairman
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
Ronnie Dunn	Director Designate of Financial Secretary
Tristan Hydes	Director Designate of Chief Officer, Ministry PLAH&I
Gary Clarke	Director

Julie Campbell	HR Manager (Acting Executive Sec.)– NRA
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**Apologies:**

Sheree Ebanks	Deputy Chairman
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**1. Call to Order**

The Chairman called the meeting to order at 9:38 am

**2. Minutes of Previous Meetings**

- a. 29<sup>th</sup> April 2015 – confirmed and signed
- b. 12<sup>th</sup> May 2015 – review and changes noted

3. **Matters Arising from Minutes**

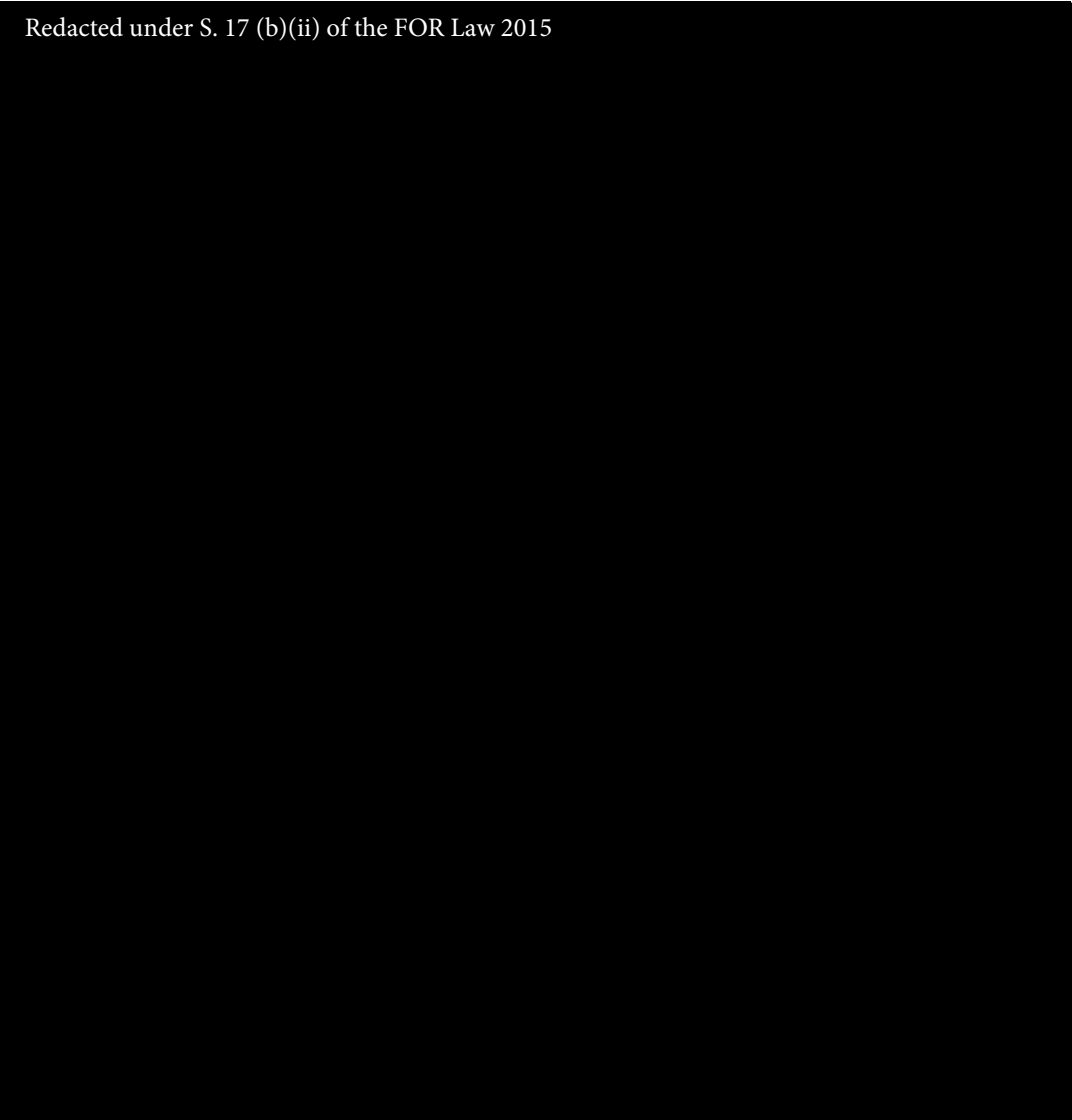
**Minutes from 30 July 2014**

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

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 FOR 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.

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

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 scheduled 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.

The MD confirmed that drainage works was scheduled for the current week, with the curbing scheduled for the week of 20<sup>th</sup> – 24<sup>th</sup> April. Scheduled for completion is 10<sup>th</sup> May 2015.

The MD circulated a document which outlined the cost thus far and informed the main cause of the delay in the project was due to CUC and Lime.

The MD advised the Type F curbing had been completed and they were currently working on the sidewalk. They were anticipating the base be brought up by the end of the week with paving to begin on the weekend; however this was subject to any unforeseen occurrences, which would include the weather.

The MD gave an update regarding paving and budget thus far on the project and advised members the Signs & Lines Crew and contractors should be wrapping up within the next couple of days, weather permitting. The Chairman enquired if there had been any indication of claims for business lost, with which the MD advised he had only heard of one possible claim; however there had been nothing in writing thus far.

#### **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.

The MD confirmed they had accepted the bids and will start the works the later part of May or June. The Chairman asked if APEC had the standard design for the roundabouts and referred to the Butterfield, Governors Harbour and Yacht Club roundabouts as the three types we should be looking at. He also requested the MD contact the RCIP to ascertain if they had any statistics on the Red Bay and Tomlinson roundabouts.

The MD reported the designs were not back from APEC.

The MD asked the DMD to update the board; who reported the preliminary designs were received and sent back with changes. The designs were expected back on Thursday, 13<sup>th</sup> May 2015.

The MD advised they received the drawings on 26<sup>th</sup> May; however had not been able to review them. He further advised he would review and provide an update to the board having done so.

#### **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 11<sup>th</sup> or 12<sup>th</sup> 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 11<sup>th</sup> or 12<sup>th</sup> 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.

#### **Minutes from 14 January 2014**

##### **3. v. 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

The MD advised the amount had been brought back down and they had in turn paid for the charges. He further expressed concerns regarding ERA approving

the change of lights without consultation with NRA and asked the Chairman of the ERA to provide justification for changing the lights.

The Director Designate of Chief Officer confirmed to the board the license did not include any provision in respect of street lights. The Chairman advised the board he would make contact with the Chairman of ERA to ascertain on what basis are they providing approval for the change and to set up a meeting with him to get the discussion going.


See 4.1 The ERA Chairman was invited to the meeting to discuss.

The Chairman acknowledged the visit from the Chairman of ERA at the last meeting had facilitated their knowledge on the role ERA plays. He advised it was now up to the Board and NRA to focus on the regime in terms of installations of new lights and reviewing existing locations. He also emphasised the necessity for the Ministry and NRA to develop a process regarding street lights and the development of an addendum to the street lighting policy which outlines details such as how street lighting costs are determined.

The MD advised he received an email from the ERA Chairman indicating that CUC had submitted another proposal for the conversion of the street lights to LED units.

#### **Minutes from 25 February 2015**

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





**Minutes arising from 25 February 2015**

**3.vii. 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 12<sup>th</sup> 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.

**3viii. 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:

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

S. 23(1)

S. 23(1)

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.

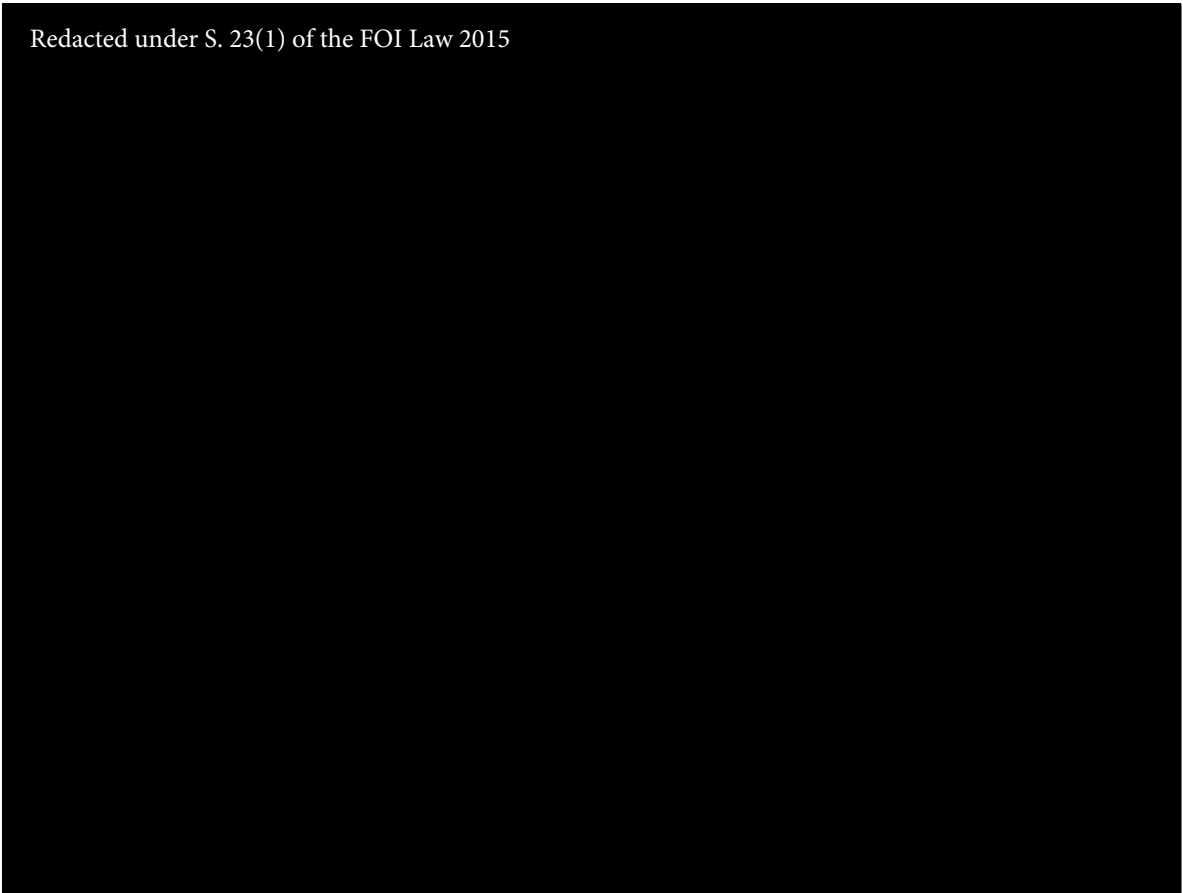
As there was no update from Lands & Survey, the Chairman directed the Acting Executive Secretary to contact Lands & Survey and provide an update at the next meeting.

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.

**ii. Update on Executive Secretary**

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



**5ii. Visit to Broward County, Florida, Public Works**

The Chairman reminded the board that the MD, DMD, Ministry representative and himself would be leaving that evening for the scheduled visit.

The Chairman advised the trip had been a successful one and the team had received information as to who best to make contact with regarding the traffic engineering model. He further proposed a meeting with the team who travelled to get started in the right direction.

### **5.iii Christie Tomlinson & Red Bay roundabouts**

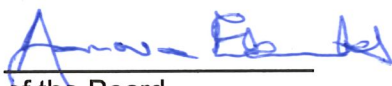
Director Panton asked these items be returned to the agenda for discussions at the next meeting.

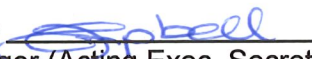
## **6. Date of Next Meeting**

Next board meeting is scheduled 10<sup>th</sup> June 2015. The Chairman advised he would not be in attendance and appointed Director Clarke to chair the meeting.

## **7. Adjournment**

The meeting adjourned at 10:50am in order for board members to attend a presentation by DART at Camana Bay at 11:00am on DART's proposed 10 year Development Plan.

Signature   
Chairman of the Board  
Confirmation of minutes: 24 June 2015  
Date: 24 June 2015

Signature   
HR Manager (Acting Exec. Secretary)  
Seconded: Confirmation of minutes  
Date: 24 June 2015