

---

**National Roads Authority**  
**Minutes of the One-Hundred & Fifty-Sixth Meeting**  
**of the Board of Directors**  
**held in**  
**PWD Training/Resource Room,**  
**370 North Sound Road, George Town, Grand Cayman,**  
**Thursday, 27 November 2014 at 9:30 a.m.**

---

**In attendance were:**

Donovan Ebanks	Chairman
Gary Clarke	Director
David Arch	Director
Stanley Panton	Director
Kenross Connolly	Director
Dane Walton	Director
David Fawcitt	Director Designate of Chief Officer, Ministry PLAH&I (alt.)
Paul Parchment	Managing Director - NRA
Julie Campbell	HR Manager (Acting Executive Sec.)– NRA

**Apologies:**

John Edward Ebanks	Director
Edward Howard	Deputy Managing Director – NRA
Ronnie Dunn	Director Designate of Financial Secretary

**Absent:**

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

**Invited:**

Kevin Gillett	Valuation Officer, Lands & Survey
---------------	-----------------------------------

**1. Call to Order**

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

**2. Minutes of Previous Meetings**

- a. 22 October 2014 – for confirmation and signature (signed at meeting of 12 Nov.)
- b. 12 November 2014 – reviewed with minor changes

### 3. **Matters Arising from Minutes**

3. i, 3. ii and 3. iii - The Chairman advised he would like to send the recommendations regarding the land acquisition for Linford Pierson Hwy. widening, Smith Road and Godfrey Nixon Way upgrade to the Ministry as soon as possible with the anticipation of them setting aside the funds for settlement of anticipated claims.

#### **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.

##### **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 CI\$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.

**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 22<sup>nd</sup> October 2014.

**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.

**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 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.

### **3. vi. 4b. NRA Law/Roads Law review**

The MD advised he had attended one meeting however had assigned the task to the DMD who updated the board with the outcome of the meetings to date.

The Ministry advised the committee to review the laws and regulations and make recommendations. The DMD advised the Chairman of the committee was of the opinion the Roads Law should deal with operational technical road matters, while the NRA law should deal with organization structure. He also advised the committee's approach would be in three stages – Technical/Operational, Procedural and Land Compensations.

The Chairman advised the Board that he had been invited by the Chief Officer, Ministry, to meet with him and discuss the review. He shared his own view that if the two pieces of legislation were going to be retained, the Roads Law should provide the empowerment of Cabinet to carry out the roles which will remain with the Cabinet and the NRA law should provide the corresponding empowerment for the NRA to carry out its functions. The Board concurred with this view.

The Chairman undertook to report to the Board once he had met with the Chief Officer.

The Chairman advised the board that the Chief Officer was to get back to him today 27 November to set a meeting.

### **Minutes from 7 August 2014**

### **3. vii. 4c. Speed Bumps – 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 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 to 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.

### **Minutes 30 July 2014**

#### **3. viii. 4b. Sign/Soil Lab facility (Kingbird Warehouse Lease agreement)**

The MD Actg. Informed members that a one year lease has been proposed for the unit that currently houses the Signs & Lines Crew.

The Board approved for the NRA to go ahead and make the application to the BCU at Planning Dept. in regards to the proposed relocation of the Soil Testing Lab to the PWD compound. The Board also authorized the MD Actg. To sign the one year lease for the unit housing the Signs & Lines Crew with the option to renew for another year at the end of the contract.

**27 August 2014** DMD advised the lab equipment was moved to the compound and the contract at Kingbird Warehouse signed as per instructed. With regards to the project at the back of the compound DMD advised PWD currently had the drawings which he was scheduled to receive on 8 September 2014.

**10 September 2014** DMD informed the board as he was out of office and so was the Architect from PWD. The final drawing will be available to be presented to the Board during the 24 September meeting.

**24 September 2014** Deferred until 8 October meeting.

**8 October 2014** MD gave an update on the drawings obtained from PWD and discussions were held concerning the temporary placement of the Signs & Lines storage in order to vacate the Kingsbird Warehouses by the end of the lease next year.

Director Panton suggested they remove the small equipment from the current mechanic shop to the storage area in the center of the compound and move the Signs & Lines team beside the Asphalt office. Build the Mechanic Workshop and the Semi-permanent covered area; which would be necessary in order to accommodate the move.

The board agreed that the MD should by the 22 October meeting, do a proper costing of the phases presented to the board and it was agreed that the first phase would be that of the new Mechanic workshop and the Semi-permanent covered area. The acting Chairman reminded the MD of the timeline to have the Sign/Soil lab facility moved by the end of the current lease (September 2015).

The MD asked the board's permission to use the course material which was going to be used for the round-a-bouts in the driveway of the compound to test it; as the location of the lab was perfect for testing the material; the board approved.



**22 October 2014** Director Panton updated the Board on the presentation at the October 8<sup>th</sup> meeting and advised he had not received the requested information from the MD and asked this remain on the agenda as it was of the utmost importance this be completed.

Director Panton also advised that the courser material which was approved for use on the compound that was supposed to be a source of testing of the material had not been completed.

The MD circulated documents relating to the costing and phases of the project. Director Panton requested the MD insert the time frame associated with Phase 1 and reminded the board the project had to be completed prior to the expiration of the lease at Kingsbird Warehouse; which is September 2015. The Board asked the MD to provide the schedule and costs for the meeting on 27 November 2014.

The MD presented figures pertaining to Phase 1 and 2 which could be done before the end of the fiscal year. **The Board approved \$66,000 which would complete Phase 1 and 2 and would afford the movement of the Signs and Lines office before September 2015, when the lease with Kingsbird warehouse came to term.**

The MD advised the request for electric service was denied which means electricity would have to be re-worked from Public Works to NRA to enable the Lab to acquire power.

#### 4. **New Business**

##### i. **Monthly report – October 2014**

The Chairman informed the Board he wants the board to review the monthly report extensively and therefore due to time constraints on this meeting would be moving it to the next agenda for review. He also advised the MD that the next report would be due at the end of December and would reflect as at December 31, 2014. Going forward he suggests the report be submitted on perhaps a quarterly basis in order for the board to review it in detail.

#### 5. **Other Business**

- i. Director Panton brought up the topic of encroachment and enquired if there was a process whereby land owners were notified. He advised if there was none in place there should be as well as a campaign on encroachment to inform the public and urge them to remove them if they were on or emanating from their property. The MD advised he would look into the situation and suggested it should not be difficult to implement a process.

Director Ebanks suggested they look at the south side of the Frank Hall homes as the vegetation there was in the roadway, blocking the view for motorists exiting Adventure Street onto the East/West Arterial Rd.

The MD reported a staff member was identified to check the roadways for encroachments and the report was now being filtered into spreadsheet. This exercise started the week of 17 November 2014.

Director Panton asked how often information regarding encroachments were distributed to the public and how they were distributed; he suggest they be distributed quarterly. The MD responded the information was distributed through GIS (Government Information Services).

Director Walton suggested the board consider the possibility of purchasing a bucket truck to address the encroachment issues as this vehicle could also be utilized for traffic light issues.

ii. The MD requested the approval for the installation on a crosswalk between Comfort Suites and Coconut Joes this fiscal year. The board gave approval; however directed that all crosswalks should remain uniformed and therefore should mirror the one infront of Royal Palms; which increased the cost from around \$25,000 to \$50,000.

iii. A sample of the door hangers were presented to the board and some adjustments were suggested such as, supervisors name and contact number displayed on the front and the back display information pertaining to the NRA, i.e. website and feedback information. It is the Board's intention that when the supervisors were passing out the door hangers, it would afford them the opportunity to identify any obstacles which may cause delays in the proposed road works and address them prior to the beginning of the road works.

iv. The Board approved the request from the Executive Secretary's son for financial assistance to visit over the Christmas. This payment is to be made directly to the agency handling the reservations. The Board also suggested that a card and flowers be sent to her for Christmas.

6. **Date of Next Meeting**

Strategic planning meeting scheduled for Friday 5 December 2014.  
Next board meeting scheduled for Wednesday 10 December 2014.

7. **Adjournment**

The meeting adjourned at 12:30pm

Signature   
Chairman of the Board  
Confirmation of minutes 10 December 2014  
Date: 10 December 2014

Signature   
HR Manager  
Seconded: Confirmation of minutes  
Date: 10 December 2014

