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**National Roads Authority**  
**Minutes of the One-Hundred & Fifty-first Meeting**  
**of the Board of Directors**  
**held in**  
**PWD Training/Resource Room,**  
**370 North Sound Road, George Town, Grand Cayman,**  
**Wednesday 10 September 2014 at 9:30 a.m.**

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**In attendance were:**

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

**Apologies:**

Sheree Ebanks	Deputy Chairman
Kenross Conolly	Director

**1. Call to Order**

The Chairman called the meeting to order at 9:55am and advised he would have to excuse himself at 10:50am citing other commitments. Director Clarke assumed the role of Chairman at that time.

**2. Minutes of Previous Meetings**

- a. 07 August 2014 – for confirmation and signature was not conducted due to time constraints.
- b. 27 August 2014 – minutes were reviewed

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

#### **Matters arising from Minutes 30 July 2014**

##### **4b. Kingbird Warehouse Lease agreements**

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.

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.

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.

##### **5a. Silver Oaks to Bobby Thompson Round-a Bout - widening**

The Deputy MD informed members that the design is being worked on and is expected to be ready in by mid-September.

DMD presented the Board with an update with the proposed highway and land acquisition costs. Chairman advised that a full proposal be prepared for presentation to the Ministry. A proposal is to be presented to the Board by mid-September 2014.

The DMD is on track to present the new proposal during the 24 September Board meeting.

#### **Matters arising from Minutes 7 August 2014**

##### **5a. Budget 2014/15**

The Chairman advised the Board that:

- These revenues would not 'flow' directly to the NRA until certain legislative and administrative changes were made;
- As there is currently NO BASIS for the NRA to bill the Ministry, all NRA expenditures will be funded by the NRA's reserves;
- A Cabinet paper was being prepared to seek approval of the steps necessary to give effect to these changes; and

- The Cabinet paper would also be seeking approval of a 'monthly advance' of these projected revenues pending implementation of the necessary changes.

Director Designate of the Financial Secretary advised the cabinet paper was approved and now has to go for legal drafting; Director Designate of the Financial Secretary to follow up.

Director Designate of the Chief Officer advised the Ministry would instruct Legal Drafting and concentrate on funding. He is hoping it would go to LA for the November sitting.

#### **4a. AutoSpa –Proposed Access from E-W Arterial**

Management to advise Board whether the new entry proposed was government owned and to prepare a list of recommendations regarding the alignment and construction of the new driveway.

DMD confirmed the proposed entry was government owned and presented the Board with his report and drawing of the request. Given that the owner approached the NRA and the Ministry regarding a proposal; the Board agreed an answer should be given to the owner stating that the Board did not approve of the request as presented and felt that the business had sufficient access currently. Should the owner submit a revised proposal, the Deputy MD was advised that it could be considered relative to the plans he had shared with the Board.

The DMD confirmed he drafted the letter to the Auto-Spa and sent it to MD for review, signature and mailing. The MD confirmed he had not been able to send the letter out, the Chairman directed the letter be sent out as soon as possible.

#### **5a. Vesting of Block 37A S. 23(1) to NRA**

This is a 9.2 acres parcel of land located in the vicinity of the Northward Prison and which abuts the extension of the proposed E-W arterial. A previous Board and Cabinet had agreed to the property being vested to the NRA as a site for development of its facilities. But the process had not been concluded.

The Board agreed that Management should pursue the issue with the Ministry.

MD advised while the Ministry has agreed to the property being vested to the NRA they need to have it on record that NRA sought to obtain the property. The MD to draft correspondence to Ministry.

The MD confirmed the letter was sent to the Ministry.

## **Matters arising from Minutes 27 August 2014**

### **4a. Issues & Strategies – Introductory discussion**

Over the next 3 to 6 month period the Chairman would like to see the Board look more strategically at what it wished the Authority to achieve. Mention was made of a few key areas in which there is need for specific development such as: Blasting, Trenching, Street lighting, etc. The Dep. Chair suggested that the MD should meet with his Sr. Mgmt. Team to discuss what their vision is for the NRA and come up with four or five key strategic objectives for discussion with the Board. The Board could then have a look at them, and either agrees, tweak, delete or add.

From there, the MD would go away and start to develop the framework and the overall strategy paper, which would be followed by an operation plan which would include priorities, how each objective would be met, the timeline for meeting each item, etc.

It was agreed that the MD would make an initial presentation to the board 18 September 2014 at a special meeting.

In preparation for the upcoming meeting, the MD informed the Board he was working on a Strategic Plan which he would send to the board by the end of the week to review.

### **4b. Claim for compensation on Block 23C** Redacted under S.23 (1) of the FOI Law (2015)

Senior Valuation Officer Mr. Uche Obi updated the Board on the RAC's decision on the above. The board discussed and questioned Mr. Obi on the decision reached by the RAC, the decision regarding the appeal and the appeal process. During the discussions Mr. Obi confirmed that payment had been made to the complainant.

The Board agreed that the Ministry should be advised that:

- The Board was disappointed that its input was being sought AFTER payment had been made to the claimant;
- had input been sought PRIOR to payment, the Board would likely advised that the decision should have been appealed; and
- In light of payment already having been made, the Board sees no value in offering an opinion in respect of that payment.

The Chairman confirmed a draft letter was sent to him by the HRM for review. Director Panton inquired if it was possible to determine whether planning permission was received prior to or after the road was gazette.

**5a. Guard rails**

Discussions were held regarding the guard rails at Melrose Landing, East End and Raleigh Key. The Board authorized management to carry out the installation of the guard rail adjacent to Melrose Landing.

The MD advised a contract for drilling had been signed and works were scheduled to commence shortly.

**4. New Business**

**a. Review of Legal Opinion re Trenching**

The Chairman opened discussions surrounding the above and the interpretation with regards to the Section 25 (2) of the Roads Law and Section 5 (2) (c) of the National Roads Authority Law. The decision was made to continue the works until, as per the advice set out in the legal opinion, regulations could be put in place which would best interpret the Roads Law and the NRA Law.

**b. Terms of Reference for Revision of Roads Law**

The Ministry designate suggested a selected committee have an initial meeting with legal drafting regarding the proposed changes to the Laws. This could take place the week of 15 – 19 September 2014. Subsequent to that meeting the committee would meet and report back to the board.

**5. Other Business**

**5a. IRAP Presentation**

The DMD advised the Board that during the 24 September meeting IRAP would be giving a presentation on the results of their survey which was conducted in January.

**5b. Works Programme 2014/2015**

The Director Designate of the Chief Officer and MD gave an update regarding the Works Programme 2014/2015 and changes that were requested.

Director Panton requested management explore the current road conditions by the London House, where the road is reportedly 'dropping off' from the bypass to West Bay road. Director Walton voiced concerns about the round-a-bout at Prospect Primary school and the traffic issues during the afternoon when parents were collecting their children.

**5c. EY report**

The Director Designate of the Financial Secretary updated the Board on the EY report.



**5d. Monthly MD report**

The MD spoke on his monthly report and answered questions. Of concern was the East-West Extension Study and it was agreed the developer should bear the responsibility for the cost of the report. The MD mentioned the possible need to temporarily hire a Traffic Engineer to conduct the data collection; the details of which were outlined in his Strategic Plan.

**5e. Government projects relating to roads**

Director Panton advised he was concerned there were a number of projects and assessments currently being carried out by Government that the Board was not privy to, for example the cruise berthing facility and the Ironwood extension to the East West Artillery.

**5f. Vehicle Disposal**

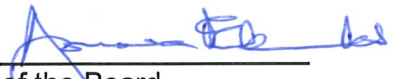
Director Panton enquired about the progress being made in obtaining the weights of the equipment – this was necessary to set a price and also was holding up the date of the auction. He advised the MD he needed to have this information by the end of September. Director Panton confirmed DEH purchased two (2) trucks for use in the landfill; however he noticed the NRA logo was still in place on the vehicles. He directed the MD to ensure the vehicles that were marked to be auctioned had the logo removed prior to the auction.


**6. Date of Next Meeting**

Strategic workshop meeting - Thursday 18 September 2014  
Board meeting – Wednesday 24 September

**7. Adjournment**

The meeting adjourned at 11:45a.m.

Signature   
Chairman of the Board  
Confirmation of minutes – 10 September 2014  
Date: 8 October 2014

Signature   
HR Manager  
Seconded: Confirmation of minutes  
Date: 8 October 2014