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**National Roads Authority**  
**Minutes of the One-Hundred & Forty-Ninth Meeting**  
**of the Board of Directors**  
**held in**  
**PWD Training/Resource Room,**  
**370 North Sound Road, George Town, Grand Cayman,**  
**Thursday, 7 August 2014 at 9:30 a.m.**  
**Revised by Julie Campbell 1 September 2014**

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**In attendance were:**

Donovan Ebanks	Chairman
David Arch	Director
John Edward Ebanks	Director
Stanley Panton	Director
Dane Walton	Director
Kenross Conolly	Director
David Fawcitt	Director Designate of Chief Officer, Ministry PLAH&I (alt.)
Edward Howard	Managing Director (Actg.) – NRA
Paul Parchment	Dep. Managing Director – NRA
Lois Hall-Vaughan	Executive Secretary

**Apologies:**

Mrs. Sheree Ebanks	Dep. Chairman
Gary Clarke	Director
Ronnie Dunn	Director Designate of Financial Secretary

**Minutes prepared by**

Ms. Julie Campbell	HR Manager
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**1. Call to Order**

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

**Ex. Appointment of Managing Director**

As the culmination of the recruitment process which commenced in April 2014, and in accordance with the prior unanimous agreement of the Board to accept the recommendation of its Selection Panel, the Chairman signed an employment contract with Mr. Paul Parchment appointing him to the post of Managing Director with effect from 08<sup>th</sup> August 2014, for a term of three years.

2. **Minutes of Previous Meetings**

Minutes of Meeting held 02<sup>nd</sup> July 2014 were signed off by the Chairman.  
Minutes of Meeting held 30 July 2014 were reviewed and approved with minor amendments.

3. **Matters Arising from Minutes**

**Matters arising from Minutes 4 June 2014**

**5a. Budget 2014/15**

Chairman reiterated to the board that the NRA 5-11 items have not been funded in the 2014/2015 budget. In the 2013/2014 budget, these items were appropriated \$3.85M.

The AP&E does speaks on p.29 to the "the hypothecation of \$10.0 million in revenue to the National Roads Authority to reflect the change in how that Authority is funded". However, the understanding which has been gathered from the Ministry of Finance is that this "revenue" is to be what is collected for gasoline and diesel used for ground transportation. More significantly, the amount projected for 2014/2015 is in the range \$8.5-9.0M; not \$10M.

There is an appropriation of \$5.02M under EA 36 – Miscellaneous Road Surface Upgrades. The Ministry will need to be consulted as to how much, if any, of these funds are intended or can be expected to be made available to the NRA.

The Board reaffirmed its decision that the 2014/2015 proposed programme should be revised to reflect these levels of funding and in turn approved the document circulated "**FY 2014/15 Budget - Revised, 07 Aug 2014**".

This document will serve the important purpose of prescribing how the NRA proposes to spend the revenues it expects to receive. Management representatives were urged to bring it to the immediate attention of the Chief Financial Officer so that he could ensure that accounts were set up accordingly.

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.

The Chairman further advised the Board that he would be meeting with the Minister on Friday, 09<sup>th</sup> August, to discuss the proposed 2014/2015 Works Programme and the level of funding would be raised with the Minister at that time.

#### **Matters arising from Minutes 18 June 2014**

##### **4c. 2014/2015 Works Programme**

The Board approved the 2014/2015 proposed programme developed to reflect the previously mentioned levels of funding, in particular \$1.5M for the District Roads. If additional funding is made available by the Ministry, the Works Programme will be re-visited.

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 the half the budget would be appropriated to replacing the old ones and the other half to install new ones.

Street lighting - reference was made to 5e. 4 June 2014 meeting -**Cayman Islands Street Lighting Proposed Policy – 2014 Edition #1** – DMD is currently making amendments to the policy and is in conversation with CUC regarding the replacement of HPS lights to LED. MD confirmed ERA has an issue with the replacement of the lights.

##### **4d. Fleet Acquisition Proposal**

The Board's Sub-Committee (comprising of Directors J. E. Ebanks, S. Panton and D. Walton) met and reviewed closely the current fleet to see what can be retained, released (via auction) or purchased. A report of its findings is to be submitted to the Board.

Director Panton updated the Board as to the subcommittee's recommendation to the Fleet Acquisition Proposal, the options available to NRA are disposal or auction.

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

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

The MD Actg. informed members that the revised design is being worked on and is expected to be ready in one month's time.

MD (Actg.) conducted a presentation on design of the highway which involved the widening of the highway to 4 lanes. The decision was made that the size of the median would be the same as the one on Crewe Road in front of the Lions Center; this would reduce acquisition costs.

4. **New Business**

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.

5. **Other Business**

**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.

6. **Date of Next Meeting**

Members of the Board decided not to meet on the next meeting originally scheduled for August 13<sup>th</sup> as some members will be off on vacation.

The Board decided the next meeting will be held Wednesday, 27 August 2014.

7. **Adjournment**

The meeting adjourned at 11:25am.

Signature 

Chairman of the Board

Confirmation of minutes – 7 Aug 2014

Date: 10 September 2014

Signature 

HR Manager

Seconded: Confirmation of minutes

Date: 10 September 2014