
**National Roads Authority
Minutes of the One-Hundred & Seventy-eighth Meeting
of the Board of Directors
held in
NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Thursday 29th October, 2015 at 9:30 a.m.**

In attendance were:

Donovan Ebanks	Chairman
Stanley Panton	Director
David Arch	Director
Dane Walton	Director
Kenross Connolly	Director
Tristan Hydes	Director Designate of Chief Officer, Ministry PLAH&I
Paul Parchment	Managing Director – NRA
Edward Howard	Deputy Managing Director – NRA
Julie Campbell	HR Manager (Acting Executive Sec.) – NRA

Invitees:

Edison Jackson	Senior Engineer, NRA
Olsen Bush	CFO, NRA

Apologies:

Gary Clarke	Director
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1. Call to Order

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

2. Minutes of Previous Meetings

- a. 24th September 2015 – confirmed
- b. 15th October 2015 – reviewed

3. Administration

3.i. Financial Report 30 Sept 2015 (O. Bush, CFO)

The CFO Olsen Bush confirmed he had no concern regarding the finances at this time. He confirmed that he is still receiving 1/12th of \$10M each month which indicates that the recent amendments to the NRA law have not yet been effected. The CFO also advised Board Members works on Smith Road was still being billed to the Executive Assets and once the works were completed this would shift back to the normal vote.

The Chairman asked if the CFO had any concerns and if there was anything the Board Members should be looking at. Mr. Bush advised that capital works payments were not coming in on a timely basis and asked if this could be investigated by the MD. He further advised the street lighting bill was still under budget. The MD interjected that there were still a number of requests coming in for street lights; they had been diligent in keeping installations down as well as removing unnecessary lights. The CFO informed the board one of the concerns for the Auditor was now the NRA was directly responsible for the street lighting bill, it assumed a greater responsibility for the control of it. The MD advised he was in possession of the document which referred to such ownership and controls which he would forward to the CFO for discussion.

3.ii. Fleet Acquisition Proposals

The MD indicated the Loader and Distributor truck should be delivered next week, with the 4 trucks scheduled for the following week. The two F250s arrived in October and were currently in operation. Board Members requested an update on the small trucks and the MD stated he would obtain and provide the dates to the Board Members via round robin.

4. Operations

4.i. Smith Road upgrade – status report (E. Jackson, Sr. Engineer & Project Manager)

Senior Engineer informed board members the project on a whole, was progressing on schedule with the exception of a few items which he had to move by a few days. Board Members discussed issues surrounding property possession on Humber Lane and progress thus far. The Senior Engineer further advised the board paving for Smith Road was scheduled for the middle of October; however he would review the schedule and confirm to the board by the end of the day.

Director Clarke inquired about the costing for the project and the Senior Engineer advised they were on target; however attention to managing the crews was

necessary to ensure they remained within budget. He would have a revised cost by the end of the day to send to the board.

Senior Engineer Edison Jackson advised board members that paving was scheduled for the week of 25 October. The curbing was due to be completed by Monday, 19 October and plans were in place to rip the asphalt from Anthony Drive to the 4 Way Stop the middle of next week. While there had been rain delays, other delays included LIME removal of their lines from CUC poles which ultimately delayed CUC with the removal of their poles.

The Senior Engineer assured the Board that Island Paving confirmed materials for the paving and was awaiting instructions from NRA to start paving.

Mr. Edison Jackson, Senior Engineer communicated to Board Members the update on matters concerning the Smith Road project. His update included paving schedule which he anticipated to begin on Saturday 31 October or Sunday 1 November with paving prep work continuing until that time. Crews were also working to finish up the islands as well as making repairs to a few Chip & Spray areas. They were also working on concrete works at Passadora Place which previously they were unable to complete.

Mr. Jackson further informed Board Members preparations were continuing for curbs works on Humber Drive; the East side was near completion with the West side remaining. The delay on the West side was the acquisition of a property where a well was slated to be installed. The Board was also advised once the road was paved it would be stripped by the Signs & Lines section.

4.ii. Crewe Road widening – update on utility relocation

The MD confirmed that the poles on Crewe Road would be relocated as soon as CUC completed Smith. The Chairman suggested a recommendation be sent to the Ministry to do a BP for Palm Dale widening. He further suggested developing a schedule to look at the context of what the NRA was planning to accomplish and cross section drawings developed in order for a selection to be made.

The MD confirmed the utility relocation on Crewe Road would take place after CUC was finished with the works on Smith Road. CUC had expressed some concerns regarding repositioning poles to a location that was scheduled for improvement. The Chairman asked the DMD to present the details at the next board meeting.

The board was advised by the MD that Denis Thibeault in the TPU unit was currently working on the schedule. The MD further advised he was working with private surveying companies, as it was his intention to utilize the smaller businesses on smaller projects and the reason the schedule was currently held up.

Director Clarke suggested the MD reach out to all surveying companies to ascertain their hourly rate as this would assist with the procurement process when the need arose.

Denis Thibeault of the TPU unit updated Board Members on the drawings he was working on following the instructions from the August board meeting. Unfortunately the drawings he shared were not consistent with the instructions previously given.


The Board instructed him to develop plans for a standard 52ft (3# 12ft lanes; 2# 6ft. bicycle lanes and 2# 2ft type 'F' curb and gutter) from Navis Close to Tropical Gardens Rd. This should be made available at the next board meeting on the 29 October.

The MD showed Board Members a drawing of two schemes which he received that morning. He advised he would review them to ensure they were completed by the next meeting. Discussions were then held regarding the various cross sections and the Chairman enquired if they envisioned acquiring land from owners whose land was recently taken. The Chairman further stated that if the boundary lines were to remain the same then the next step would be to advise CUC of the measurements and have them place the poles six (6) feet within from the boundary lines on the basis that properties would likely be re-developed as commercial and would be required to provide sidewalks. The Board agreed once the definition of land acquisition was made then it should be send to be gazetted and instructed the MD to have the drawings available for the next meeting.

5. Planning

5.i. Linford Pierson Hwy widening – legal advise

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



5.ii. Shamrock Dr/Red Bay round about connector

The Chairman requested Acting MD to present possible solutions at the first meeting in August.

The DMD presented the board with scenarios including video with illustrated the "queue jumping" which was the main issue at the intersection. After discussions the board requested the DMD take into consideration the option posed by Director Clarke, put together the proposals and send to members.

The Chairman advised that the drawing presented to board members did not incorporate the suggestions previously made by Director Clarke. The DMD advised he would work on the drawings and send out to Board members.

The DMD presented the revised drawing and the board advised the best plan of action would be to produce a more detailed drawing and implement the changes on a Sunday for the Monday morning traffic rush.

Due to the absence of the DMD no update was given.

Board members were advised the sign indicating 'No Left Turn' was placed in the junction and the police were intermittently monitoring the junction. They were further advised that Delroy Myles was currently working on the drawings illustrating the suggestions offered by Director Clarke.

Director Panton volunteered to observe the effectiveness of 'No left Turn' sign and report his findings to the board.

5.iii. Traffic simulation/forecasting model

The Chairman advised board members the consultants would be arriving in Grand Cayman on 23rd September for meetings with the relevant parties relating to the traffic simulation/forecasting model. As such the board meeting scheduled for the 23rd September would be rescheduled for the 24th September; at which time board members could attend the presentation and then the board meeting.

The Chairman advised with the visit of the two consultants, they expected to gain a clearer picture of:

The timeframe in which the traffic simulation/forecasting model could be expected to be in place;

What would need to be done to accomplish this; and

The likely cost.

Deputy Managing Director informed the board that the team was in the process of getting data from different sources and this was proving to be more time consuming than anticipated; however the information was coming in.

The Deputy Managing Director advised Board Members that some areas information was more forthcoming than others, which made the process in those areas slower. He however stated the consultants would update him at the end of the week as to their progress.

The Chairman reiterated the need for this information, stating the need to know what data we currently have, what we need and how do we get the additional data. It was also necessary to ascertain how the NRA would go about obtaining information, the cost to obtain the information, the time frame and the cost of the model. Once this information was available, the strategic decisions as to what to aim for and by when could be made.

5.iv. 2015/2016 Traffic count exercise

Reference was made to the memo circulated by the MD and the 2015-2016 budget which indicated the approved cost. The MD advised he wanted the board to be cognisant of the works being done. Director Clarke reminded the MD to be conscious of the budget.

No update given.

Deputy Managing Director advised that the invitation for bids was out with a return date of mid-November. There were four indications of likely responses thus far and one more was expected. The Chairman expressed the necessity to get this major count completed. He reiterated that going forward, the NRA management would have to consider what was the best option to maintain the data and in particular the merits of developing that capability internally.

5.v. Median Barrier, E-W Arterial – Red Bay to Prospect Roundabouts

The Chairman requested the DMD to revisit this in order to present board members with a proposed scenario.

The board discussed the different options available and was advised by the MD he was quoted \$85,000 for the 1422ft of guard rail. The Chairman instructed the MD to research the different options as discussed to present to the board for review. He advised the report should outline not only cost, but the pros and cons of each and suggested the DMD could work on this.

The MD presented scenarios to Board Members for discussions. During discussions Director Panton asked what was originally envisioned for the median and suggested the board look at what was originally planned. The Chairman asked if there was a cost associated to what was presented and directed the MD to send an illustration and cost to Board Members for review by mid next week.

As requested by the Board, the MD presented Board Members with the cost associated with the curbing and explained he had just received the estimates and therefore had not been able to review the figures. The Chairman requested the MD prepare drawings that would illustrate the cross section that will show the potential six lanes so that the board would be able to make a decision on the curbing.

5.vi. EAB Report and NRA recommendations for Road Infrastructure Needs Assessment

The MD circulated information and the Chairman asked that Board Members review for discussion at the next meeting.

No update given.

5.vii. CNB/Mango Tree connector Alignment for the Ministry gazette consideration

The MD presented drawings and requested suggestions from the board prior to sending to the Ministry for gazette consideration. The Board discussed whether there was a distance from the centreline of the runway that the CIAA was comfortable with the road being constructed bearing in mind the possibility that the runway 'may' need to be extended to the west. The Board directed the MD to determine this and to revisit the alignment if necessary.

The Board also pointed out that if the road was to be built in the short-term, intersection provisions would need to be made with the existing Crewe Road and s.3 of the Roads Law used. On the other hand, if the intention was to preserve the opportunity at this time, s.26 would be more appropriate and the intersection arrangements with Crewe Road could be deferred for determination in the future if that section of Crewe Road was still in use.

Board Members reminded the MD to ensure contact was made with the Director to obtain all pertinent information along with the drawings and to determine the CIAA's restrictions and future intentions.

5.viii. Crewe Road widening – revised drawing

Covered under 4.ii. Crew Road widening –update on utility relocation.

6. Other Business

6.i. Proposed sale – BP502 – Remnant of 20B S.23(1) revised right-of-way

Mr. Jon Hall of Lands & Survey distributed maps and advised the board on the offer proposed by the owner of the adjacent property. The Board, after

discussions asked the MD to re-visit the proposed right-of-way width adjacent to the property as it appeared that there was merit in enhancing it which would reduce the area available for disposal.

The Board advised Mr. Hall a further review would have to be done and asked that he convey to the owners that the matter was under consideration.

The MD updated the board with revised drawings; however upon further inspection it was discovered there may be an error in the alignment. The Chairman directed the MD and DMD to clarify the area and if it was indeed correct then the Board's decision to agree to the disposal of the revised remnant should be communicated to Mr. Hall.

6.ii. Minutes of extra-ordinary meeting held on 20 October 2015

S. 23(1) Claim – Blk 28C, S. 23(1)

Director Arch excused himself from the discussion of this matter.

The Chairman informed the Board that he had heard from Crown Counsel, Ms D. Lewis that she had been in contact with the attorney 'holding' the matter for the colleague who had been dealing with it. While she had been told that the S. 23(1) are keen to reach a settlement, she had been unable to get any indication of what it might take to achieve this. The Board agreed to the Chairman reaching out to a representative of the S. 23(1) on a 'without prejudice' basis to see if he could ascertain an indication of what the S. 23(1) might settle for.

7. Date of next meeting

November meetings are scheduled for 12 & 26 November 2015.

The meeting adjourned at 12:17pm.

Signature

Chairman of the Board

Confirmation of minutes:

Date:


10 Dec. '15

Signature

HR Manager (Acting Exec. Secretary)

Seconded: Confirmation of minutes

Date:

