

PORT AUTHORITY

Minutes of the 375th Meeting of the Board of Directors of the Port Authority
held at Port Authority 45 Harbour Drive at 1320 hours on Thursday, 19
February 2015

Present: Mr. Errol Bush MBE, (Chairman)
Mr. Gerry Kirkconnell, (Deputy Chairman)
Mr. Clement Reid, (Secretary)
Mr. Ashton Bodden JP
Mr. Stran Bodden JP
Mr. Arek Joseph
Mr. Michael Nixon
Mr. Robert Foster
Mr. Woodward DaCosta
Mr. Randy Whittaker
Ms. Jacqueline Scott

Attendees: Mr. James Parsons – Deputy Port Director – Finance

Apologies: None

NOTICE AND QUORUM

The Chairman noted that due notice of the Meeting had been given to all Members and that a quorum existed. Accordingly, the Meeting could proceed.

1 Welcome and Call to Order

The Chairman welcomed members. The Chairman asked for a moment of silence to recognize the late Mr. Jim Scott, Senior Project Manager for the Cruise Berthing Project.



2 Apologies and absences

See Above.

3 Confirmation of Previous Minutes

Minutes from Meeting 371 was deferred to allow amendments that were sent to the Port Director to be incorporated. The amended Minutes will be circulated to Board members via Round Robin for approval.

Minutes of Meeting 372 were approved with the following corrections:

- Page 3, Section 5C – “draft” budget should be inserted and sentence conclude “by the Government”
- Page 3, Section 5D – replace “in a footnote” with “to” and change “Parson” to “Parsons”
- Page 3, Section 6D – replace “Maple’s” with “Maples”

Minutes of Meetings 373 and 374 were Confirmed and Approved.

4 Matters Arising From Previous Minutes

Meeting #372:

Section 4 – The Policy Letter on Bunkering will be updated by Mr. Woodward DaCosta with input from Mr. Randy Whittaker and Mr. Clement Reid. The revised policy will exempt tugs and barges that transport commercial cargo between the Cayman Islands from the US\$0.20 per gallon usage fee.

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Section 7 - Mr. Clement Reid gave an update on the status of the Spotts Terminal Project. OA&D are finalizing the documentation for the cut and fill portion of the project. Included in this phase of the project will be some benches that will be built under the existing trees on site.

5 Proposal from the Ministry for Employment of a Senior Project Manager for the Cruise Berthing Project

Mr. Stran Bodden informed the Board of the current situation facing the Cruise Berthing Project due to the sudden death of Mr. Jim Scott.

The Project is at a critical phase on the schedule with the EIA nearing completion.

In order to maintain the current schedule a replacement Senior Project Manager (SPM) is required immediately.

Mr. Bodden proposed that PACI employ a Project Manager under the same terms that the Airports Authority and Solids Waste Management have done.

The Job Description and Job Advertisement that was used for the Airports Authority was tabled and will be modified for the Cruise Berthing SPM.

The funding for this post will come from the consultancy fees that are budgeted; therefore no net change will be realized.

If PACI is successful in hiring a SPM this fiscal year, the Ministry has pledge to cover the cost.

Moving forward the PACI Board of Directors will be more involved in the decision making for this project.

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The SPM will work in conjunction with the cruise lines, engineers and project managers.

The SPM will work out of the Special Projects Office that has been created that the Public Works Department.

Recruitment for the Cruise Berthing Project SPM will be handled by a sub-committee which includes Mr. Woodward DaCosta, Mr. Arek Joseph, Mr. Michael Nixon and Mr Clement Reid. The post will be advertised in the local media, PACI website, Caribbeanjobs.com and Birddogjobs.com.

6 Offer from the Ministry for use of their PR Personnel

Mr. Stran Bodden informed the Board that the Ministry would be happy to assist with the Public Relation (PR) implications around the organizational evaluation and Port Director recruitment.

The Board welcomed and accepted the proposal from the Ministry.

7 Memo from Board to be Distributed to PACI Employees

A draft memo was tabled and debated by Members. It was Agreed to redraft the Memo and have it approved by the Chairman before circulating to staff.

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Other Business

The Chairman requested Mr. Stran Bodden to offer condolences to the family of Mr. Jim Scott on behalf of the Board.

The Board reviewed a proposal from the Deputy Governor (DG), Improving Governance and Performance of Statutory Authorities and Government Companies. The Secretary was instructed to write to the DG and let him know that not enough information was provided in the proposal to make a comprehensive submission. All the documents related to this draft bill are to be requested in the response.

Mr. James Parsons gave a presentation on the current financial status of the Port and tabled his report. Mr. Parsons proposed retiring the West Bay loan to improve the bottom line of PACI's accounts. He will investigate different scenarios and let the Board have his findings in the next Board meeting. The Chairman requested that the Financial Statements for Cayman Brac be prepared separately and circulated to Board Members via email.

The Board instructed executive management to prepare a Storage and Auction Policy for cargo stored at the Cargo Distribution Centre.

The Board Agreed to extend the Policy of no new vendors or applications for business at Royal Watler Cruise Terminal.

The Board instructed Executive management to advertise the rental units on the 2nd floor of the Royal Watler Cruise Terminal as office spaces.

The Board passed a Resolution given executive management the authority to write each financial institution that PACI has accounts with and have Mr.



Paul Hurlston's name removed as an authorized signatory.

The Board passed a Resolution to have the Chairman and Deputy Chairman added as B signatories to all PACI accounts at financial institutions.

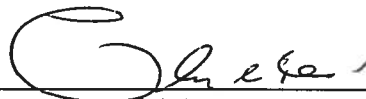
The Board Agreed to transfer the preparation of Payroll and Salaries from the Port Director to Deputy Port Director – Finance and have the HR Manager report directly to the Deputy of Finance.

Adjournment

There being no further business the meeting was adjourned at 1645 hours.



Errol Bush – (Chairman)



Clement Reid (Secretary)