



CAYMAN PORT

**BOARD OF DIRECTORS MEETING
Port Authority of the Cayman Islands
45A Harbour Drive
12th July 2018
Meeting No. 430**

A meeting of the Port Authority of the Cayman Islands Board of Directors was held on Tuesday, 12th July 2018 at the Port Administration Building, 45A Harbour Drive, Grand Cayman, Cayman Islands.

1. Welcome and Call to Order

Acting Chairman Richard Parchment welcomed attendees and called the meeting to order at 1:26 pm.

2. Attendance and Apologies

Members Present

Mr. Richard Parchment – Voted Acting Chairman for this meeting
Mr. Stran Bodden (Ministry of DAT&T)
Mr. Ashton Bodden, JP
Mrs. Jacqueline Scott-Rankine
Mr. Robert Foster
Mr. Ken Thompson
Mr. Charles Clifford – (HM Customs)
Mr. Joseph Woods – Acting Port Director

Apologies for Absence(s):

Mr. Errol Bush, MBE – Chairman
Mr. Arek Joseph, OBE – Deputy Chairman
Mr. Michael Nixon (Ministry of Finance)

Other Attendees

Nil





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3. Quorum

IT WAS RESOLVED that in accordance with Section 17 (1) (g) of the Public Authorities Law 2017, a quorum of the simple majority of the Members who are entitled to vote were present and that the business would proceed.

4. Appointment of Acting Chairman

As the Chairman of the Board was ill and unable to attend and the Deputy Chairman was away on vacation, members voted that Mr., Richard Parchment be Acting Chairman for this meeting, and he agreed to the acting post.

5. Review and Approval of Minutes

Minutes 427 was reviewed for corrections. It was moved by Jacqueline Scott and seconded by Ashton Bodden that Minutes 427 be approved. All members unanimously voted to approve.

Minutes 428 and 429 were reviewed with corrections to be made. Minutes 428 and 429 to be submitted at the next meeting for review and approval.

6. Matters Arising from Previous Minutes

Minutes 428 – Outside Employment

The Acting Port Director informed members that an email was sent to Human Resources to obtain a register of persons engaged in outside employment.

Minutes 428 – Safety Audit

The Board requested that the Acting Port Director provide an update at every future meeting as to the progress being made on addressing the items raised in the safety audit.

7. New Matters

a) Press Release re Sexual Harassment Investigation

The Acting Port Director presented members with a proposed Press Release vetted by PACI's attorney at Ritch & Conolly.

Members unanimously approved the Press Release along with a copy of the report from Internal Audit Office.





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b) Water Meter for Boat Owners at Safehaven Marina

The Acting Port Director informed Members that the water bill at Safehaven is several thousand dollars per month and he has sought estimates to have individual meters installed so that boat owners can acquire their own meters to pay for the water they use.

Members unanimously agreed with that approach and requested that the Acting Port Director keep them apprised of the issue.

c) Konecranes Spare Parts

The Acting Port Director requested approval to acquire the spare parts previously recommended by Konecranes that we have on hand.

Members unanimously approved for the spare parts to be acquired once the Acting Port Director reviewed the list and was satisfied they were needed.

d) Workflow Analysis, Overall Cargo Staffing Situation and New Organizational Structure

The Acting Port Director presented a workflow analysis, an overall cargo staffing situation report and a proposed Organizational Structure that would allow the Port Authority to effectively meet its needs.

Members requested that the plan be costed to ensure it was within budget and examined against list in OAG's report.

e) IT Systems Administrator / IT Security Officer Update

The Acting Port Director advised that the Job Description had been completed and a Job Evaluation Committee meeting was being convened to evaluate the position.

f) Waived Storage Fees

The Acting Port Director presented a listing of the storage fees for which he had received and considered for waivers along with the reasons and results.

g) Mega Yacht Moorings

The Acting Port Director informed members of a request for confirmation made by DOE that the Port Authority would manage, maintain and regulate 3 new Mega Yacht Moorings; one in Grand Cayman, one in Cayman Brac and the other in Little Cayman. To charge for use would require an amendment to the Port Regulations.

Members requested details on the ratings of the moorings and would like their mooring expert present at the next Board meeting to make a presentation on the proposed moorings.





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h) Closure of RBC Royal Watler Terminal Loan Disbursement Account

The Acting Port Director informed members that the account from which disbursements were made to pay the Royal Watler Terminal Loan is now only attracting fees as the loan has been repaid and he is seeking permission to close the account.

Members debated the request and voted unanimously to close the account.

i) Kiosk Request by CJ Moore

The Acting Port Director informed members that CJ Moore of Moore Marine requested approval to re-establish a kiosk on Royal Watler Terminal to sell his watersports business offerings.

Members unanimously denied approval of CJ Moore's request.

j) Jonas Bush

The Acting Port Director informed members of a letter received from Jonas Bush's attorney, Mr. Richard Barton. The letter has been submitted to the Port Authority's attorney, Mr. David Collier for advice.

Members agreed with allowing the Port Authority's attorney to handle in view of the ongoing police investigation regarding the boat engines.

8. Other Business

a) Employee Handbook Update

The Acting Port Director informed members that the first draft of the Employee Handbook was received from the Deputy Director of HR.

Members requested that a copy be sent to the members of the HR Subcommittee.

b) CPA Ruling re Landscaping at CDC

The Acting Port Director informed members that he had met with the CPA concerning their request for landscaping along the main road by CDC across from Alysta Towers and had reached a compromise to install 4ft tall hedging along fence currently against the sidewalk and then install a second security fence on the inside that permitted us to remain in compliance with the ISPS code.





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c) (International Maritime Organization (IMO) Audit

The Acting Port Director informed Members that MACI doesn't want primacy, but the Port does not have the expertise to accept primacy of it.

d) Acting Director Appointment

The Acting Port Director requested that Will Jacobs be appointed as Acting Port Director July 24 to 27, 2018 while he is away at the AAPA Security Conference.

Members unanimously approved the appointment of Will Jacobs to Acting Port Director for the period July 24 to 27, 2018.

e) Staff on Night Shift Allegation of Pay Shortages

Letter from Carey Olsen addressed to the Board of Directors opened by the Acting Chairman and reviewed. Members requested that it be scanned and copies sent to each of them and the Port Authority's attorney, Mr. Collier, while the Acting Port Director looks into the matter.

9. Adjournment and Date of Next Meeting

The Acting Chairman adjourned the meeting at 4:31pm. The date of the next meeting is to be decided.

Mr. Richard Parchment – Acting Chairman

Mr. Joseph Woods – Recording Secretary

