



CAYMAN PORT

**BOARD OF DIRECTORS MEETING
Port Authority of the Cayman Islands
45A Harbour Drive
27th September 2018
Meeting No. 436**

A meeting of the Port Authority of the Cayman Islands Board of Directors was held on Thursday, 27th September 2018 at the Port Administration Building, 45A Harbour Drive, Grand Cayman, Cayman Islands.

1. Welcome and Call to Order

Chairman, Errol Bush, welcomed attendees and called the meeting to order at 2:38pm.

2. Attendance and Apologies

Members Present

Mr. Errol Bush – Chairman
Mr. Arek Joseph, OBE – Deputy Chairman
Mr. Stran Bodden
Mr. Michael Nixon (Ministry of Finance)
Mrs. Jacqueline Scott-Rankine
Mr. Ashton Bodden, JP
Mr. Richard Parchment
Mr. Ken Thompson
Mr. Joseph Woods – Acting Port Director

Apologies for Absence(s):

Mr. Robert Foster
Mr. Charles Clifford – (HM Customs)

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. **The Chairman of the Board commended Mr. Stran Bodden for his ability and professionalism in chairing the public meeting on the cruise berthing project on Wednesday September 26, 2018 and the Acting Port Director for his knowledge and professionalism in responding to the questions asked. The members of the Board all agreed. The Chairman requested that the acknowledgements be minuted.**

5. Review and Approval of Minutes

Minutes 435 were reviewed and accepted. It was moved by Mr. Arek Joseph and seconded by Mr. Ashton Bodden that Minutes 435 be approved. All members unanimously voted to approve. The minutes were signed.

6. Matters Arising from Previous Minutes

Nil.

7. New Business

a) Cost of Living Increase (COLA)

The Acting Port Director requested that approval be sought, as required by section 48 of the Public Authorities Law, for the staff of the Port Authority to receive a 5% COLA effective July 2018, similar to that given to Civil Servants. The monthly cost of doing so would be less than \$50,000.00

The Chairman informed members that the Finance Committee of the Board had met and examined the information previously provided by the Acting Port Director and that the figures were within the range given. He also advised that an email had been circulated from the Financial Secretary with respect to the information required from SAGCs for consideration by Cabinet. After discussing all of the current and future financial obligations of the Port Authority of the Cayman Islands (PACI), the members unanimously agreed to submitting the request for the COLA for approval by Cabinet.



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The Acting Port Director advised that he had already submitted the request to the Chairman, the Chief Officer and the Financial Secretary as required. The Chief Officer advised that Cabinet had not as yet considered any requests and he would submit the information supplied in support of the request for the COLA for the PACI.

b) Ratification of Lease Approved by Round Robin to Cayman Bicycle Rental at Royal Water Terminal

The Port Director requested ratification of an email round robin seeking approval to rent two unoccupied units at a building on Royal Water Terminal.

Members unanimously ratified the approval given via round-robin to lease currently vacant office space upstairs at Royal Water Terminal to Cayman Bicycle Rental. Members requested information regarding the proposed operation which the Acting Port Director agreed to ascertain and provide.

c) Appointment of Mr. Will Jacobs as Acting Port Director while J. Woods on vacation

The Acting Port Director requested permission for Mr. Will Jacobs to be appointed as Acting Port Director while he was away on vacation from October 6 to 17, 2018.

Members unanimously approved the request.

d) Revision of the Policy for the Number of Ships Allowed to Tender at Spotts

The Acting Port Director showed members a picture of Spotts when three large ships are operating there as the pier is only wide enough for two lines and can only accommodate two large tenders. He requested approval to negotiate a revision of the policy to allow only two ships to be tendered at Spotts in order to improve the customer experience (reducing wait times), increase efficiency (each ship would have one dedicated tender space alongside the pier to allow for continuous movement of passengers) and for safety reasons (reduction of crowding on the pier).

Members unanimously approved for the Acting Port Director to liaise with the cruise lines and tender operator with respect to reducing the number of ships allowed at Spotts from three to two and to report back to the Board, the outcome of that consultation.





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e) Repair of Expansion Joints at Creek Dock

The Acting Port Director informed members that three quotes had been received to repair the expansion joints that critically needed attention at the Creek Dock and appraised them of the cost involved as he requested approval to have it repaired.

The members unanimously voted to approve the funding to repair the expansion joints that were in critical need of attention at this time. Members advised utilizing a fixed fee contract.

8. Any Other Business

a) Safety Audit Update

The Acting Port Director provided an update from the Safety Manager on the progress made in addressing the issues identified in the Safety Audit.

Members were very pleased with the progress made. The Acting Port Director advised that when the new Safety Manager is appointed, they would be assigned the task to address any outstanding issues.

b) Green Parrot

The Chairman enquired as to the status with respect to the outstanding rent owed by the Green Parrot.

The Acting Port Director advised that it is being dealt with by the PACI's attorney.

c) CFO

The Chairman sought an update on the CFO's absence.

The Acting Port Director appraised members of the situation pertaining to the CFO and advised that he was still on Doctor's leave and legal advise had been sought as directed by the members of the Board.

d) Update on Claim by Night Workers

The Chairman requested an update on the matter of the claim by the night workers.

The Acting Port Director provided an update, advising that it was being actively dealt with by PACI's attorney.





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e) New Request to Rent Another Upstairs Unit at Royal Watler Terminal

The Acting Port Director requested permission to rent another vacant office upstairs at Royal Watler Terminal for \$50 per square foot to a company printing T Shirts.

Members unanimously approved the request providing the company did not sell any T Shirts that contained any offensive wording or images.

f) Updating of Employee Manual and HR Policies

The Board of its own motion, unanimously approved for the Acting Port Director, if he so wished, acquire the services of a third party to update the Employee Manual and HR Policies.

The Acting Port Director thanked members for the offer, as it had been his intention to have them addressed once the new HR Manager is engaged.

g) New Hires

The Chairman advised that members had decided to direct for the Acting Port Director to initially hire only 10 of the 20 approved new hires before proceeding with the other 10. He asked where the 10 would be deployed?

The Acting Port Director advised that 2 would go to Facilities Management and 8 would go to the Cargo Distribution Centre.

The Chairman adjourned the meeting at 4:02pm. The date of the next scheduled meeting is October 19, 2018 in Cayman Brac.

Mr. Errol Bush – Chairman

Mr. Joseph Woods – Recording Secretary

