

MINUTES – MEETING # 525

AGENDA ITEMS

A meeting of the Board of Directors for The Port Authority of the Cayman Islands, was held in the Alexander Boardroom, 393, Gerrard Smith Avenue, West End, Cayman Islands on December 8th 2023 at 10:03 AM.

1. WELCOME AND CALL TO ORDER

The Chairman, Mr. Cline Glidden welcomed the attendees and called the meeting to order at 10:03am.

2. ATTENDANCE AND APOLOGIES

Members Present:

- i. Mr. Cline Glidden - Chairman
- ii. Mr. Richard Parchment - Deputy Chairman
- iii. Mrs. Jackie Scott-Rankine - Board Member
- iv. Mrs. Carilee Bolen - Board Member (zoom)
- v. Ms Irma Arch - Board Member (zoom)
- vi. Mr. Joel Francis for Mr. Stran Bodden – Ministry of Tourism and Ports (zoom)
- vii. Mr. Ashton Bodden, JP - Board Member
- viii. Mr. Paul Hurlston - Port Director (“PD”)
- ix. Mr. Matthew Adam - Board Member

Apologies for Absence:

Mr. Charles Clifford - Cayman Islands Custom and Border Control
Mr. Michael Nixon - Ministry of Finance

Invited Guest:

Mr. Donovan Hutchinson – ADDFF
Ms. Isidora Eden - HR Manager
Mr. Julius Jacky - Safety Manager
Mr. Courtney Wisdom – Facilities Manager

QUORUM

IT WAS RESOLVED that in accordance with Section 17(1)(g) of the Public Authorities Act (2020 Revision), a quorum of the Members who are entitled to vote, were present and business could proceed.



MATTERS ARISING FROM PREVIOUS MINUTES

PACI Upcoming Social Event

- a) The Chairman updated the Members on the Christmas staff social events for Cayman Brac and Grand Cayman staff. He informed the members that this year's event would be honoring PACI staff members for their tenure at the Port. The Chairman thanked the Social Committee for arranging the Christmas staff events for both locations.

RWCT Lease

- b) The Port Director brought forward the matter regarding leasing and payments. He briefed the members on tenants' circumstances and the status of their lease and payments. He pointed out that there was an issue with one of the tenants and their lease and outstanding payments. The Members discussed the RFP (Request for Proposal) process and the Board's approval in 2021 for the occupation of the discussed leased space. It was pointed out that the tenant had requested a discount on their leasing payments. The Members reviewed and discussed the request and agreed that, based on the RFP process, the Board is responsible to adhere to a fair lease bidding process. The Members agreed that a deadline was set for the lease to be signed by the tenant, and that their account is to be brought current. The Members decided that if the tenant did not adhere to this request, the property would have to go back out for procurement, and the tenant would be requested to cease conducting business at the property. The Deputy Chairman recommended that the PD to contact PACI lawyers. **A motion was moved by Mrs. C. Bolen and seconded by Mr. M. Adam, requesting the PD and PACI lawyers to give a recommendation to send to the procurement committee for review.**

- c) **Safety Report and Equipment**

The Port Director updated the Members and presented them with the safety reports. He gave updates on the repairs being conducted on equipment and parts ordered for various equipment. The Chairman thanked the Port Director and his team for keeping the Members updated.

Safety Report

- d) The Safety Manager briefed the Members on the PACI employee safety manual status. The Safety Manager informed the Members that he had an ongoing project with CBC; however, there were some logistical issues for PACI that he was currently working on rectifying. He explained that CBC was to initiate some training for PACI staff members for this project. The Port Director pointed out that the Port had received proposed documents from CBC and that PACI lawyers were currently reviewing the documents. He explained that once the documents were received from the Lawyers, he would give an update. **After discussion, the Deputy Chairman requested that the Safety Manager provide the final draft of the Safety Manual to the PD and ADDFF before January 31st, 2024.**

NEW BUSINESS



NEW BUSINESS

CAPEX

Acquisition of New Equipment

The Port Director and the Deputy Director of Finance and Facilities gave the 2023-2025 CAPEX budget submission presentation. The Members reviewed the forecast for 2023, 2024, and the 2025 budgeted forecast. The Port Director highlighted concern about the state and age of the equipment at the Port. He explained that the current focus is to purchase the dock cranes as the research into suitable dock cranes for the needs of PACI was completed, and cranes were identified for purchase. He acknowledged and thanked PACI's employees for their hard work ensuring that repairs and maintenance are continuously performed for Grand Cayman and Cayman Brac locations. The Members were briefed on what equipment PACI requires for both Ports to ensure the continued servicing of both islands. The Members were reminded on the historical issues of purchasing the Port trucks. He informed the Members of the difficulties in buying parts for the RTGs and making provisions for them for the foreseeable future.

The Deputy Chairman expressed that he would like assurance from the Port Director that when any new vehicles are being purchased, the correct process is followed to ensure that the trucks being purchased are modified to facilitate being road-worthy. He pointed out that in the previous purchasing of PACI trucks, which was about three (3) years before, at the advice of the last management in charge of this task, the then Board relied on the expertise of the management staff to purchase the correct vehicles for PACI. Unbeknown to the Board, when the vehicles were being purchased, concerned staff members who were driving the vehicles had pointed out the red flags for the new trucks being selected by the previous management team. Still, the concerns of knowledgeable staff members in this area were shut down and ignored, and the vehicles were purchased. The Board is now placed in a position once again where a decision has to be made to repurchase trucks.

The Members discussed the proposal of a short-term government loan to expedite the CAPEX funding. It was noted that this method could reduce the gap and the timing of any financing inflows from the fee increases to quickly purchase the much-needed equipment.

After discussion, Mr. J. Francis recommended the formation of a committee to assist with overseeing the purchasing of new equipment and for the procurement process to be considered moving forward. The Members agreed that the Port Director made his case for purchasing the equipment. A business case will be completed to purchase the dock cranes and trucks. **All members agreed.**

South Terminal Lease

- a) The Port Director brought the matter forward for additional office space. He requested permission from the Members to utilize the Royal Watler available office areas as PACI required a structured independent command center. The Port Director discussed the lease expiration for several areas at Royal Watler with the members in early 2024. **The Deputy Chairman moved the motion to allow the Port Director not to extend the lease so that the Port Authority could utilize the space for much-needed staffing needs and make the necessary internal moves to comply with the UK requirements. Mr. M. Adams seconded. All members agreed.**



Additional Staffing Office Space

- b) The Port Director requested the Board's approval to explore additional office space. A discussion ensued. The Members agreed that the Port Director's needs for additional office were justified. **Mr. A. Bodden moved the motion, and Mrs. J Scott-Rankin seconded. All members agreed.**

HR Matters

- c) The Human Resources Manager, Ms. I. Eden, gave a presentation on PACI organizational chart restructuring and updated the members on the process. She briefed the members on the organization's vacancies and what positions were newly filled. The Human Resources Manager informed the members that PACI recently had a recruitment drive and that it was very successful. The Human Resources Manager pointed out that PACI has been attending various recruitment drives in which PACI was able to identify young Caymanians who were hired and are now part of the team. She gave a detailed review and a presentation of which department still had vacancies that required filling for 2024.
- The Port Director explained that the select job description revisions project was underway and that the completed Job Descriptions were sent to PoCS for revaluation. The Chairman enquired when the Deputy Directors position is to be advertised. The Port Director advised that the intention is for both positions to be advertised in the upcoming months

ANY OTHER BUSINESS

Port Relocation

The Chairman advised the Members that meetings were being conducted with a selected group to move forward with a business case for the possibility of the port relocation. The Chairman explained that the process has been going well. The Chairman advised the Members that he had a meeting with the CO, in which an update was given that the Minister had given PACI the approval to increase the port fees.

There being no further business, the meeting concluded and was adjourned at 4:00pm.


Mr. Cline Glidden – Chairman


Ms. Joanna Shaw -Board Secretary

Date: January 25th 2024

Date: January 25th 2024

