

**34th Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)**  
**Thursday 20 February 2020 at 10:00 p.m.**  
**1st Floor, Ritter House, Wickham's Cay II, Tortola, British Virgin Islands**

**MINUTES**

**Members Present**

Mr. Clarence Faulkner (CF or Ag. Chair)  
Mr. Clyde Lettsome (CL)  
Ms. Maria Mays (MM)  
Dr. David Hancock (DH) (via skype)  
Pastor Gregory George (GG)  
Ms. Shane Rhymer (SR)  
Mr. Paul Bayly (CEO)

**Absent with Apologies**

Mr. Robert Mathavious (RM or Chair)

**Present by Invitation**

Tom Lilleyman (TL) (Ag. Board Secretary)  
Denise Stabler (DS)  
Maxine Stewart (MS)

**Action Points**

- *Action Point #1: CEO to prepare Letter of Intent to the Premier, from the Board, regarding the Implementation Schedule for next week. Completed.*
- *Action Point #2: The HR Sub-committee to prepare a Paper, for submission to the Board, outlining the RDA's ability to execute based on the mandate given and why the recruitment of a CEO should not be fast tracked. Completed.*

**Decisions**

- Reviewed the Risk Matrix.
- Noted that Risks 31, 32 39 and 44 are **RED** risks on the matrix.
- HR Sub-Committee indicated that the update would form part of agenda item 9.
- Audit and Risk Sub-Committee will meet before the next Board meeting.
- Agreed that the Minutes of the 33<sup>rd</sup> Board Meeting should be amended to state that on 14 January 2020 the CEO, Mr. Paul Bayly, tendered his resignation with effect from 20 March 2020 and that his resignation has been accepted by the Board.

- Approved the award in favour of the Service Provider, Wilbert Chambers dba Golden Apple Multimedia, for the provision of the Website Management and Maintenance Services to the RDA website for the duration of a 2-year contract period at a cost not to exceed Thirty-four Thousand, Two Hundred and Thirty-five US Dollars (US\$34,235.00).
- Approved the award in favour of the firm, Jaca & Sierra Engineering, PSC, to conduct the geotechnical engineering investigation at the West End Ferry Terminal at a cost not exceeding One Hundred and Thirty-nine Thousand and Fifty United States Dollars (US\$139,050.00).
- Ratified the decision to award in favour of the National Oceanography Centre for the development of a marine data framework and delivery of capacity building activities in the BVI at a cost of One Hundred and Fifteen Thousand, Eight Hundred and Four US Dollars (US\$115,804.00).
- Ratified the decision for the single source award in favour of Construction for Change for the provision of architectural and project management services to cover an initial period of one (1) year at a cost of One Hundred and Thirty-three Thousand, Two Hundred and Twenty-five US Dollars (\$133,225.00), subject to approval of funding.
- Noted the Programme Delivery Department update.
- Noted that as of this report:
  - 17 activities (across 8 projects) are complete, closed out and handed to the relevant Ministry;
  - 8 activities (across 7 projects) are currently being delivered;
  - 2 activities (across 2 projects) are on hold; and
  - 8 activities (across 8 projects) are undergoing planning and contracting.
- Noted the CDB update.
- Noted the progress of Phase One and West End Port Facility.
- Noted the urgent need for new funds to proceed with new projects.
- Noted the update on \$10m budget allocations from the GOVI.
- Noted the draft Implementation Schedule and the ongoing discussions with Government of the Virgin Islands regarding the approval of the Implementation Schedule.
- Noted the workshops, trainings and capacity building activities.
- Agreed to defer the approval of the Pay for Performance Policy for 12 months.
- Noted the current manning status of the RDA.
- Approved the draft Financial Statements for the period to 31 January 2020.
- Approved the request to drawdown \$868,919.00 from the Virgin Islands Recovery Trust and signed the Resolution for drawdown.
- Noted the Internal and External Audit Statuses.
- Selected the 3 Board signatories for the CIBC CDB Capital Account as:
  - Mr. Clarence Faulkner (CF or Ag. Chair)
  - Ms. Maria Mays (MM)
  - Ms. Shane Rhymer (SR)
- Noted the status of the funding activities as at 12 February 2020.

- Noted new funder interest in derelict boats at Paraquita Bay and Anegada recreational facility projects.
- Noted there has been significant interest that has been demonstrated by the Government in the fundraising abilities of the RDA.
- Noted the RDA 2020 Budget includes cuts that deliver 15% savings against the 2019 budget.
- Noted that a saving of 15.7% against planned FCO contributions has been made in the last two quarters.
- Noted that there are limited options for a further reduction in costs without significantly cutting capability.
- Agreed that TL would draft a response to the Governor's letter within two weeks.

### **Next Board Meeting**

- The next Board meeting is scheduled for 10 a.m. on Thursday 19 March 2020.