

**28th Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)**  
**Wednesday, 21 August 2019 at 10:00 a.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)  
Pastor Gregory George (GG)  
Ms. Maria Mays (MM)  
Ms. Shane Rhymer (SR)  
Dr. David Hancock (DH) via Skype  
Mr. Paul Bayly (CEO)

**Absent with Apology**

Mr. Robert Mathavious (RM or Chair)

**Present by Invitation**

Mr. Tom Lilleyman (TL)  
Mr. John Primo (JP)  
Mr. Joceran Gichuke (JG)  
Mr. Matthew Waterfield (MW)

**Action Points**

- *Action Point #1: TL to amend the Risk Register to state that poorly defined projects are those included in the Implementation Schedule and CDB.*
- *Action Point #2: The letter to the Premier should include a comment that the estimates made by the DRCC are being refined.*
- *Action Point #3: TL to consider the impact on the RDA operational budget funding from the UKG due to the devaluing of the pound.*

**Decisions**

- Reviewed the Risk Matrix.
- Noted that Risks 13, 30, 31, 37, 39 and 40 are **RED** risks on the matrix.
- Approved the recommendation of award in favour of the Contractor, Sunleaf Construction Ltd, for the construction of steps, rails, ramp and building of two chain-link fences at the ESHS at a cost on Ninety-two Thousand, Six Hundred and Forty-two Dollars and Ninety-seven Cents (US\$92,642.97).
- Noted the options available for the award of contracts for the removal, processing and disposal of derelict boats.

- Approved a \$560.00 per month increase in the current contract for Kloudfyre Networks to an amount not exceeding Two Thousand, Six Hundred and Thirty-five Dollars (US\$2,635.00) per month to upgrade the RDA's IT network security.
- Noted that as of the date of this report:
  - 9 activities (across 8 projects) are undergoing planning;
  - 6 activities (across 6 projects) are nearing delivery;
  - 5 activities (across 4 projects) are currently being delivered;
  - 8 activities (across 7 projects) are completed, closed out and, where applicable, handed to the relevant Ministry.
- Noted the progression of the West End Ferry Terminal and the plan to secure the funding for this project.
- Noted the ongoing work to finalise the Capacity Building Strategy and the Public Grievance and Redress System.
- Noted the draft July 2019 Monthly Report.
- Approved the RDA Communication Plan.
- Noted the update on the meetings with the CDB.
- Noted the finalised Disaster Response Plan.
- Noted the current manning status of the RDA.
- Noted the status of the funding activities as at 16 August 2019.
- Approved the draft financial statements for the period of 31 July 2019.
- Noted that internal and external audit reports have been completed and the internal auditor appointed.
- Noted the financial reporting requirements of the RDA to the various stakeholders.
- Noted the progress in implementing the RDA's 2019 Business Plan.

#### **Next Board Meeting**

- The next Board meeting is scheduled for 10 a.m. on Thursday 19 September 2019.