

**37th Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)
Thursday 21 May 2020 at 10:00 a.m.
via Microsoft Teams, 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)
Pastor Gregory George (GG)
Ms. Shane Rhymer (SR)
Mr. Anthony McMaster (AM or Ag. CEO)

Absent with Apologies

Mr. Robert Mathavious (RM or Chair)

Action Points

- *Action Point #1: Ag. Chair and Ag. CEO to discuss contractor's financial backing and technical capabilities to execute multiple projects with CDB. Done*
- *Action Point #2: Ag. CEO to circulate, via Round Robin, Funding update with revised Operational Budget Estimates by Tuesday next week. Done*

Decisions

- Reviewed the Risk Matrix.
- Noted that Risks 32, 47 and 49 are **RED** risks on the matrix.
- Noted the Internal Auditor's audit plan – Flexible and Multi-year plan of audits for 2020 – 2022.
- Approved the audit plan for 2020 – 2022.
- Noted that the matter of the CEO final settlement has been finalised and closed, and a letter has been sent to the former CEO.
- Noted that the HR Sub-committee accepted Option 3, regarding the re-organization of the RDA, which will go into effect on 1 August 2020 with approval of the Board.
- Approved the request to single source **Desmond Auguste** for the provision of quantity surveying services to the RDA at a cost not exceeding Five Thousand US Dollars (**US\$5,000.00**). The expected duration for this activity is one (1) month.
- Approved the recommendation of award in favour of Autland Heavy Equipment Co. Ltd. for the rehabilitation of the Carrot Bay Water System at a cost of One Million,

Eight Hundred Ninety-nine Thousand, Three Hundred and Thirty-eight US Dollars and Forty Cents **(US\$1,899,338.40)**.

- Approved the recommendation of award in favour of Autland Heavy Equipment Co. Ltd. for the rehabilitation of the Long Bush Water System at a cost of Two Million, Two Hundred and Eight Thousand and Ninety-eight US Dollars and Forty-eight Cents **(US\$2,208,098.48)**.
- Approved the recommendation of award in favour of Autland Heavy Equipment Co. Ltd for the rehabilitation of the Zion Hill Water System at a cost of Six Hundred and Fifteen Thousand, Two Hundred and Ninety-nine US Dollars and Twenty Cents **(US\$615,299.20)**.
- Noted the status of the various procurement activities.
- Noted this update from PDD, as it continues to procure and implement the projects laid out in the Recovery and Development Plan.
- Noted that as of this report:
 - i. 18 activities (across 14 projects) are complete, closed out and handed to the relevant Ministry;
 - ii. 8 activities (across 7 projects) are currently being delivered;
 - iii. 3 activities (across 3 projects) are on hold; and
 - iv. 7 activities (across 6 projects) are undergoing planning and contracting.
- Noted the non-project aligned works of the PDD in preparing for the CDB RRL transfer, the revised Recovery to Development Plan (RDP) and the work of the PDD on future programmes in collaboration with the Programme Strategy Department.
- Noted the progress with the Phase One Programme and the initiation of planning for 6 high-risk new RDP projects.
- Noted the ongoing support provided by the RDA in the COVID-19 response.
- Noted integration of the M&E page in ProMIS, preparation of VfM Reports, and review of the Value for Money Dashboard using PowerBI.
- Approved the Draft April 2020 Monthly Report, subject to further review by the Premier's Office, prior to publication.
- Noted that in April the RDA social media focused on re-boosting Government communications on the COVID-19 crisis and the relevant measures taken.
- Noted the current manning status of the RDA.
- Approved the revised Operational Budget.
- Noted the financial reporting statuses of the RDA as at 30 April 2020.
- Noted the loss of a key external grant fundraising commitment of \$5m for the West End Ferry Terminal Project.
- Noted the need to verify with each individual funder to determine if the commitments they have made remain valid.
- Noted there are immediate and likely long-term impacts on RDA fundraising caused by the COVID-19 related global economic downturn, the full extent of which are not known at this stage.

- Approved the de-prioritisation of fundraising by the RDA for the remainder of 2020, or until there is a more conducive global economic outlook to make a concerted fundraising effort a realistic endeavour.
- Approved the attached RDA policy on due diligence of external grant funding for contributions below \$25,000.
- Approved the Summary Minutes of the 35th Board Meeting.
- The next Board meeting is scheduled for 10 a.m. on Thursday 18 June 2020.