

**40th Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)  
Thursday 3 September 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)

**Present by Invitation**

Mr. Neil Smith (NS), Director of Programme Strategy

The Ag. Chair called the meeting to order at 10:08 a.m.

**Action Points**

1. **Action Point #1:** NS to ascertain from Treasury the possibility of funds from Central Government to the RDA being issued via a check to be delivered to ATU. Done
2. **Action Point #2:** Ag. CEO to ensure that the Project Delivery Unit monitor and record the difference between project bid submissions and estimated budgets. Done
3. **Action Point #3:** Ag. CEO to ensure that the Project Delivery Unit check condition of roof at Jeffery A. Canes Sports Complex. Done
4. **Action Point #4:** Financial Management Manual to be amended to state that the Board is satisfied with the performance of the Head of Finance and the appointment of a CFO is no longer necessary. Done

## Decisions

- Reviewed the Risk Matrix.
- Noted that Risk 53 is **RED**.
- Approved the recommendation of award in favour of the Contractor, AGS Construction Ltd, for the Renovation Works at the Jeffery A. Canes Sports Complex, Virgin Gorda – Phase II at a cost of One Hundred Thousand US Dollars (US\$100,000.00).
- Approved the recommendation of award in favour of the Supplier, No Limit Construction, for the supply of Sporting Equipment for the Jeffery A. Canes Sports Complex, Virgin Gorda, at a cost not exceeding Fifty-three Thousand, Five Hundred and Forty-one Dollars and Twenty-eight Cents (US\$53,541.28).
- Deferred the decision to recommend an award in favour of the Contractor, Caribbean Environmental Restoration Ltd, for the Little Dix Hill – Slope Stabilization and Road Rehabilitation Project at a cost of Four Hundred and Seven Thousand, One Hundred and Five US Dollars and Sixty Cents (US\$407,105.60).
- Approved the recommendation of award in favour of the Contractor, Quality Construction Ltd, for the Hope Hill to Sabbath Hill Slope Stabilization and Road Rehabilitation Project at a cost not exceeding Seven Hundred and Forty-four Thousand, Four Hundred and Ninety-five US Dollars and Fifty-seven Cents (US\$744,495.57).
- Deferred the decision to recommend an award in favour of the Contractor, Caribbean Environmental Restoration Ltd, for the Bob’s Gas Station – Slope Stabilization and Road Rehabilitation Project at a cost of Four Hundred and Ninety-two Thousand, and Fifty-three US Dollars and Ten Cents (US\$492,053.10).
- Noted that:
  - Currently undergoing planning and contracting:
    - RDP Projects: 11 activities across 6 projects.
    - CDB RRL: 14 activities across 6 projects.
  - Currently in delivery/construction:
    - RDP Projects: 3 activities across 2 projects.
    - CDB RRL: 14 activities across 6 projects.
- Noted the progress with the Phase One Programme and the planning for 6 high-risk new RDP projects.
- Noted the RDA is working on the update to the Implementation Schedule as an input to the GOVI Budget for 2021-23 and will submit to MoF once the budget delegation (fully funded) status for CDB projects is confirmed by the MoF.
- Noted the work underway in preparation of the RDA Report for the Standing Finance Committee, including analysis of the operations and programme budgets (revised Implementation Schedule).
- Noted that PSD and Finance have drafted strengthened and more integrated internal procedures and reporting that meet RDA and MoF requirements, which will be finalised once comments are received from PDD.

- Noted the risks identified regarding the lack of a clear budget approval process with MoF regarding the CDB projects implemented by the RDA, and the Board continue to monitor these risks closely until the mitigation measures are effectively realised and found to be satisfactory to manage these risks.
- Approved the draft Monitoring Baseline Report for CDB projects, for submission to CDB for approval.
- Approved the Draft July 2020 Monthly Report, subject to further review by the Premier's Office, prior to publication.
- Noted the continued high-level collaboration with the Government on RDA communications and the positive impact this has had on coverage and public perceptions.
- Noted the website contractor, in close collaboration with the Communications Team, has developed a re-vamped website that is now undergoing internal review prior to the launch.
- Noted the current manning status of the RDA.
- Retroactively approved, with effect from 21 July 2020, the award and contracting in favour of Mr. Clive Petrovic for the post of Environmental Specialist for a period of up to two (2) years with an initial contract period of one (1) year at a cost of Eight Thousand, Three Hundred US Dollars (US\$8,300.00) per month.
- Approved the Financial Report for the period to 31 July 2020.
- Approved the updated Financial Management Manual.
- Noted the changes to the Finance Risk Control Register.
- Noted the need to formally confirm the revised RDA CDB RRL project estimates as fully funded by the MoF (refer to PSD Board Paper RDA-20-40-06 for more details).
- Noted the positive developments with the recent deployment of Construction for Change to the BVI to support the planning of the redevelopment of Elmore Stoutt High School, the arrival of the musical instruments on island (funded by Maples and Unite BVI), and the support raised for Anegada Recreational Facility Project, with confirmed funding allowing this project to be initiated.
- Approved the Summary Minutes of the 38<sup>th</sup> Board Meeting.
- The next Board meeting is scheduled for 10 a.m. on Thursday 22 October 2020 at 1st Floor, Ritter House, Wickham's Cay II.