

**41st Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)
Thursday 29 October 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

1. *Action Point #1: Ag. CEO to ensure that all matters of potential risks are presented, in detail, in the Risk Management Update. Done*
2. *Action Point #2: Ag. CEO to continue to monitor Caribbean Environmental Restoration Ltd. (CERL) projects, have dialogue with contractor and conduct site visits. Done*
3. *Action Point #3: Ag. CEO to provide members of the Board with approved contract variations for the flooring and score boarding of the VG Sports Complex. Done*

Decisions

- Reviewed the risk matrix.
- Noted that risk 53 remains **RED**.
- Noted the Special Report to the Board on the Procurement of the Environmental Specialist.
- Noted the Internal Audit Update.
- Noted the contents of the RDA draft 2019 Annual Report.
- Approved, via Round Robin, and ratified the submission of the Annual Report to the Premiers Office, Government of the Virgin Islands.
- Noted the recommendation of award in favour of the Contractor, CERL, for the Bob's Gas Station – Slope Stabilization and Road Rehabilitation Project at a cost of Four Hundred and Ninety-four Thousand, Three Hundred and Eight US Dollars and Ten Cents (US\$494,308.10).

- Noted the recommendation of award in favour of the Contractor, CERL 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, via Round Robin, and ratified the recommendation of award in favour of the Contractor, K & C Construction, for the Road Town Police Station repairs at a cost of Two Hundred and Forty-five Thousand, Five Hundred and Twenty US Dollars and Nine Cents (US\$245,520.09).
- Approved, via Round Robin, and ratified the recommendation of award in favour of the Joint Venture Contractors, STO Enterprise Ltd and Autland Heavy Equipment Co. Ltd., for the Ballast Bay Slide – Slope Stabilization and Road Rehabilitation works at a cost of One Million and Fifty-four Thousand, One Hundred Twenty-five US Dollars and Ninety-three Cents (US\$1,054,125.93).
- Approved, via Round Robin, and ratified the recommendation of award in favour of the Contractor, CERL, for the Bob’s Gas Station – Slope Stabilization and Road Rehabilitation Project at a cost of Four Hundred and Ninety-four Thousand, Three Hundred and Eight US Dollars and Ten Cents (US\$494,308.10).
- Approved, via Round Robin, and ratified the recommendation of award in favour of the Contractor, CERL, 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, via Round Robin and ratified the recommendation to Single Source Desmond Auguste to remeasure bill of quantities for the Bregado Flax Educational Centre at a cost of Five Thousand US Dollars (US\$5,000.00).
- Approved, via Round Robin, and ratified the recommendation of award in favour of Mr. Sergio Dantas for the post of Contract Supervisor (Project Manager) at a cost not exceeding One Hundred Thousand United States Dollars (US\$100,000.00) for an initial period of one year with the possibility of extension for another 12 months.
- Noted that:
 - CERL has been issued two letters of improvement.
 - Rufred Forbes and Associates has been issued a letter of improvement.
- Approved, via Round Robin, and ratified the Draft August 2020 Monthly Report, subject to further review by the Premier’s Office, prior to publication.
- Noted the further increase in the budget for the RDA CDB projects by an additional approximate amount of \$0.5m.
- Noted the RDA has submitted the 2019 Annual Report and audited accounts, to the Premier’s Office for review before Tabling in the House of Assembly, in accordance with the provisions of the RDA Act.
- Noted the draft RDA Report for the Standing Finance Committee, including analysis of the operations and programme budgets (revised Implementation Schedule), has been completed and will shortly be presented to the Premier’s Office prior to the Standing Finance Committee meetings.

- 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 VfM Report for the VG Admin. (Cleaning) project.
- Approved the Draft September 2020 Monthly Report, subject to further review by the Premier's Office, prior to publication.
- Noted all CDB projects are being integrated into the RDA M&E Framework, including the projects delivered by MoF Project Support Services Unit (PSSU). Noted that the combined anticipated expenditures of the RDA reflected in the operational budget and the Implementation Schedule constitute the total proposed budget of the RDA.
- Approved, via Round Robin, and ratified the relocation of the RDA to smaller accommodations at Cyril B. Romney Tortola Pier Park.
- Approved, via Round Robin, and ratified the lease agreement for the temporary office accommodations.
- Approved, via Round Robin, and ratified the transfer of the RDA current lease with BVI International Arbitration Centre to Virgin Islands Shipping Registry.
- Noted the capacity building activities.
- Noted the current manning status of the RDA.
- Approved the Ag. CEO to finalise negotiations for the transition of Travis Watson onto a permanent contract.
- Did not approve the Ag. CEO to negotiate the recruitment of a Senior Programme Manager.
- Approved the RDA to issue an advertisement for the recruitment of three (3) more full-time project managers.
- Approved that PSD take responsibility for some projects to alleviate the workload on PDD.
- Approved the Ag. CEO to engage the ongoing support from the CTO.
- Noted the extension to the Programme Manager's contract while he is on sick leave.
- Approved, via Round Robin, and ratified the request to drawdown US\$2,299,713 from the Virgin Islands Recovery Trust.
- Approved the Financial Report for the period to 30 September 2020.
- Approved the request to drawdown US\$909,359 from the Virgin Islands Recovery Trust subject to the confirmation and verification of the contractor filing.
- 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). The total CDB estimate has increased by \$0.5m, to \$43.9m.
- Noted the recent confirmed new funding from the UK Government, Government of the Virgin Islands and Maples Group was confirmed in October and will be reflected in the Fundraising Report for October to be presented at the next Board meeting.
- Approved the Summary Minutes of the 39th Board Meeting, subject to amendment.
- The next Board meeting is scheduled for 10 a.m. on Thursday 19 November 2020 at 1st Floor, Ritter House, Wickham's Cay II.