

**44<sup>th</sup> Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)**  
**Thursday 21 January 2021 at 11:00 a.m.**  
**Village Cay Conference Room, Wickham's Cay I, Road Town and**  
**via Microsoft Teams, Tortola, British Virgin Islands**

**MINUTES**

**Members Present**

Mr. Clarence Faulkner (CF or Ag. Chair)  
Dr. David Hancock (DH) via Microsoft Teams  
Pastor Gregory George (GG) via Microsoft Teams  
Ms. Maria Mays (MM)  
Mr. Clyde Lettsome (CL) via Microsoft Teams  
Ms. Shane Rhymer (SR) via Microsoft Teams  
Mr. Anthony McMaster, (AM) and Ag. CEO

**Action Points**

1. **Action Point #1:** Board to send correspondence to the Premier indicating members who are willing to remain on the Board. Done
2. **Action Point #2:** Ag. CEO to ensure that longer risk register is kept but matters of concern are flagged. Done
3. **Action Point #3:** MM to arrange for the Board to have an audience with the incoming Governor, Governor Rankin. Pending
4. **Action Point #4:** MM to confirm what areas, under the Governor's constitutional responsibilities might be eligible for FCDO funding support and, in due course, identify where projects in those areas could be executed by the RDA. Pending
5. **Action Point #5:** Internal Auditor to include in his Update what he will be working on going forward. Done
6. **Action Point #6:** The Ag. CEO to ensure that Tom's Agreement should be used for specific technical matters and the final draft of the Agreement is circulated to members of the Board for input. Done
7. **Action Point #7:** Ag. CEO to ensure that an audit of the Board's skills/opportunities is done. Done

## **Decisions**

- Noted that the RDA has adopted a new approach to embedding risk management within the management structures of the RDA.
- Noted that five risks that were live in December have been reviewed and taken off the live risk register and archived.
- Noted there are now eleven live risks that the RDA Management Team is monitoring and managing, and five of these risks are being escalated for the Board to note.
- There were no Sub-committee updates.
- Noted the Internal Audit Update.
- Approved and ratified the recommendation of award in favour of the firm Amandla Engineering for the supply and installation of a 15KWp (DC) solar system at the Leonora Delville Primary School, Tortola, BVI at a cost of Forty Thousand, Seven Hundred and Forty-eight US Dollars (US\$40,748.00).
- Approved the recommendation of award in favour of the Contractor, Alternative Concrete Solutions Ltd, for the rubberized resurfacing of the basketball court at the Anegada Recreation Ground, Anegada, BVI at a cost of Ninety-four Thousand, Four Hundred and Twenty-three US Dollars (US\$94,423.00).
- Approved the recommendation of award in favour of the Contractor, Alternative Concrete Solutions Ltd, for the rubberized resurfacing of the multipurpose Court, Virgin Gorda, BVI at a cost not exceeding Seventy-two Thousand, Three Hundred and Eight Dollars (US\$72,308.00).
- Approved the recommendation in favour of the firm, Maid 2 Shine, for the provision of cleaning services to the RDA's new office building for the year 2021 at a total cost not exceeding Seventeen Thousand, Four Hundred US Dollars (US\$17,400.00).
- Noted the inclusion of the Premier and Minister of Finance's signature on RDA's contracts.
- Approved and ratified the variation to AGS Construction Limited contract in the amount of \$13,308.07 for the inclusion of a 45 ft of chain link fence and gate to secure the Jeffery A. Caines Sports Complex, Virgin Gorda.
- Approved and ratified the variation to No Limit Construction contract in the amount of \$18,998.57 for the purpose of foundation and sub-terrain works linked to the installation of sporting equipment at the Jeffery A. Caines Sports Complex, Virgin Gorda - Phase II.
- Noted the progress of projects during this reporting period.
- Noted that the Ministry of Finance is responsible at the programme level for the management of the CDB RRL contingency and the RDA CDB team is working with the Ministry's team to forecast and plan for project expenditure.
- Noted the progress with the Phase One Programme and that following the allocation for the AG Residence, \$945k of the \$10m in the Treasury remains unallocated.
- Approved the allocation of \$272.5k for the Anegada Public Administration Building Project.
- Approved the Cost Estimate and Budget Report for inclusion in the RDA December Monthly Report to the MoF.

- Approved the introduction of a new procedure for the Ministry of Finance to counter-sign RDA project contracts to guarantee that all financial commitments are confirmed by the Government.
- Approved the Draft December 2020 Monthly Report, subject to further review by the Premier's Office, prior to publication.
- Approved the Incinerator Dismantling Value for Money Report
- Noted the materials for the training and launch of the Grievance Redress Mechanism have been developed and will be rolled out in January ahead of the launch in early February.
- Noted the RDA office accommodations update.
- Approved the renaming of 1) Senior Administrative Assistant to Communications Officer and 2) Procurement Officer to Junior Project Manager.
- Approved the re-engagement of Mr. Thomas Lilleyman.
- Noted the current manning status of the RDA.
- Noted the preliminary financial status of the RDA as at 31 December 2020.
- Noted the revised RDA Cashflow for the 2021 financial year.
- Approved the request to drawdown up to US\$1,592,432.38 from the Virgin Islands Recovery Trust.
- Noted one risk has been identified to be escalated for the Boards immediate attention on the Finance Risk Control Register as at 31 December 2020.
- Noted the new procedures in place for FCDO funding.
- Noted the present focus in January is to complete outstanding Final Reports for funders for projects completed in 2020.
- Noted there will be a concerted fundraising drive from February 2021, once the Government budget is approved and RDA advised of the new projects to be initiated in 2021.
- Approved the Summary Minutes of the 42<sup>nd</sup> Board Meeting, subject to amendments.
- The next Board meeting is scheduled for 10 a.m. on Thursday 18 February 2021 at Bldg. No.13, Cyril B. Romney Tortola Pier Park, Wickham's Cay I.