

**45th Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)
Tuesday 23 February 2021 at 10:30 a.m.
White Cedar Conference Room, Building No. 13, Cyril B. Romney Tortola Pier Park, Road
Town and via Microsoft Teams, Tortola, British Virgin Islands**

MINUTES

Members Present

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

Action Points

- *Action Point #1: Board to send correspondence to the Premier indicating members who are willing to remain on the Board. Done*
- *Action Point #2: Ag. CEO to ensure that a longer risk register is kept but matters of concern are flagged. Done*
- *Action Point #3: MM to arrange for the Board to have an audience with the incoming Governor, Governor John J. Rankin. Pending*
- *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*
- *Action Point #5: Internal Auditor to include in his Update what he will be working on going forward. Done*
- *Action Point #6: The Ag. CEO to ensure that Thomas Lilleyman'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*
- *Action Point #7: Ag. CEO to ensure that an audit of the Board's skills/opportunities is done. Done*

Decisions

- Noted that the RDA Senior Management Team (SMT) met on 9 February to analyse risk and added two new risks to the live risk matrix, bringing the total number of risks being actively managed to 13.
- Noted that four of the live risks are being escalated for the Board to be aware of.

- Approved the Acting Chair to raise the risk of the expiration of Board membership with the Governor and Premier as a matter of urgency to ensure that a resolution is achieved prior to the end of April 2021.
- Noted the report of the Audit and Risk Sub-committee.
- Noted the report of the HR Sub-committee.
- Noted the updates to the audit schedule of the approved Audit Plan 2020-2022.
- Noted the Internal Audit Update.
- Approved and ratified the recommendation of award in favour of the firm, ATEC (BVI) Ltd., for the supply and installation of a 19KWp (DC) solar system at the Ivan Dawson Primary, School, BVI at a cost of Fifty-three Thousand, Three Hundred and Eighty US Dollars (US\$53,380.00).
- Approved and ratified the recommendation of award in favour of Dr. Shannon Gore, on a Single Source basis, for the provision of technical support to the derelict boats project in Baugher's Bay, Paraquita Bay and Sea Cows Bay at a cost of Eighteen Thousand US Dollars (US\$18,000).
- Approved and ratified the recommendation of award in favour of the firm, Amandla Engineering, for the supply and installation of a 10KWp (DC) solar system at the Jost Van Dyke Clinic at a cost of Thirty-nine Thousand, Five Hundred US Dollars (US\$39,500.00).
- Approve the recommendation of award in favour of the Contractor, MGA Project Management and Construction Services Limited, for repair works to the RVIPF Marine Base fencing, gates and drains at a cost of Two Hundred and Sixty-four Thousand, Eight Hundred US Dollars and Twenty-five Cents (US\$264,800.25).
- Noted the progress of projects during this reporting period.
- Noted that concerns associated with working with the Director of CERL have been placed on the RDA Risk Register.
- 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, \$674k of the \$10m in the Treasury remain unallocated.
- Approved the Cost Estimate and Budget Report for inclusion in the RDA January Monthly Report to the MoF.
- Noted the budget analysis and the potential implications of fewer projects to start in 2021 than previously understood.
- Approved the Draft January 2021 Monthly Report, subject to further review by the Premier's Office, prior to publication.
- Noted the RDA office accommodations update.
- Approved the amended re-engagement of Mr. Thomas Lilleyman.
- Noted RDA/HLSCC Apprenticeship Programme.
- Noted the current manning status of the RDA.
- Approved the Financial Report for the period to 31 January 2021.
- Noted the financial reporting status of the RDA as at 31 January 2021.
- Noted the Annual Audit status of the RDA as at 31 January 2021.
- Noted the present focus in February is to approve the remaining Final Reports for funders for projects completed in 2020 and distribute to other donors.

- Noted raising new funds will be prioritised as soon as we have confirmation of the Government of the Virgin Islands funding. (See PSD Board Paper)
- Noted the additional new funding (\$212k) secured from FCDO for the installation of solar facilities at two schools and one clinic.
- Approved the Summary Minutes of the 43rd Board Meeting, subject to amendments.
- The next Board meeting is scheduled for 10 a.m. on Thursday 18 March 2021 at Bldg. No.13, Cyril B. Romney Tortola Pier Park, Wickham's Cay I.