GOVERNMENT OF THE VIRGIN ISLANDS
Premier's Office

VIRGIN ISLANDS RECOVERY AND DEVELOPMENT AGENCY

Telephone: (284) 340-2605
E-mail: feedback@bvirecovery.vg
Website: www.bvirecovery.vg
Building No; 13, Cyril B. Romney Tortola Pier Park, Wickham's Cay I, Tortola, VG 1110, Virgin Islands

47th Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)
Thursday 22 April 2021 at 10:30 a.m.
1st Floor, Ritter House, Wickham's Cay II, Road Town and via Microsoft Teams, Tortola, British Virgin Islands

MINUTES

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

Action Points

- *Action Point #1: Ag. CEO and Ag. Chair to raise matter of Board membership with the Permanent Secretary, Premier's Office and remind the Ag. Financial Secretary. MM to follow up with the Governor's Office.* Done
- *Action Point #2: Ag. CEO to ensure that the Programme Delivery update is amended to reflect that the consultants for the AO Shirley Recreation Grounds Lighting project were unable to travel to the territory.* This is a work in progress.
- *Action Point #3: Ag. CEO to review the procedures for winding up of the Agency.* Done

Decisions

- Reviewed the risk matrix (13 April 2021).
- Noted that the RDA Senior Management Team (SMT) met on 13 April 2021 to conduct the monthly analysis of risk, and the risk matrix was updated accordingly.
- Noted that risk 57 (Board Tenure) is now becoming urgent and is presently a critical risk for the RDA.
- Noted the possibility of an extension of the tenure of all Board members by three months, until the end of July, in accordance with the mandatory provisions of the RDA Act.
- Noted that risk 69 (Magistrates Court) remains **RED**.
- Noted that risks 65 (Operational Budget) and 67 (Programme Budget) are no longer red and noted the reasons for the de-escalation of these two risks.
- Noted the Internal Audit Update.

- Approved and ratified a revised recommendation of award in favour of the firm Amandla Engineering for the supply and installation of a 10KWp (DC) solar system including the construction of a stainless-steel shed at the Jost Van Dyke Clinic at a cost not exceeding Sixty-five Thousand, Five Hundred US Dollars (US$65,500.00).
- Approved and ratified a variation to the purchase order in favour of Desmond Auguste for the remeasurement of the bill of quantities for the Bregado Flax Education Centre works at an additional cost not exceeding Nine Thousand, Five Hundred US Dollars (US$9,500.00).
- Approved and ratified a variation to K&C Construction Limited contract in the amount of $48,995.41 for the inclusion of unforeseen works for the complete functioning of the facility at the Road Town Police Station, Tortola.
- Approved and ratified a variation to MGA Project Management and Construction Services Limited contract in the amount of $38,800.00 for the purpose of executing sub-terrain earthworks and civil construction works linked to the infrastructural development and ancillary works at the RVIPF Marine Base, Road Reef, Tortola.
- Noted the project spend as of March 2021.
- Noted the status of Current Procurements.
- Noted the activities awarded under the Acting CEO's delegated authority.
- Noted the progress of projects during this reporting period.
- Noted the progress with the Phase One Programme and that $674k of the $10m in the Recovery Trust remains unallocated.
- Approved the delegation of funding of $136,010.69 for Anegada Recreation Facility (Project No. 143/1).
- Approved the Cost Estimate and Budget Report for inclusion in the RDA March Monthly Report to the MoF.
- Approved the Draft March 2021 Monthly Report, subject to further review by the Premier's Office, prior to publication.
- Noted the capacity building activities for 2021.
- Noted the current manning status of the RDA.
- Approved the Financial Report for the quarter to 31 March 2021. Enclosure 1.
- Approved the request to drawdown up to US$567,837 held with the Virgin Islands Recovery Trust for Capital Projects. Enclosure 2.
- Noted the addition of a 'High' risk to the Finance Risk Control Register.
- Noted the Annual Audit status of the RDA for the financial year ended 31 December 2020.
- Noted that the Final Donor Reports have largely been completed, with one report remaining outstanding, which is awaiting the completion of the Close Out Report by PDD.
- Noted, through intensive and collaborative work with the Governor's Office during March, the bulk of the work for the FCDO projects was completed ahead of the 31 March 2021 FCDO financial year end deadline. There will be some reductions in the funding amounts for works not completed by the deadline, which will be reflected in the April Board Paper.

- Approved the Summary Minutes of the 45th Board Meeting.
- The next Board meeting is scheduled for 10:00 a.m. on Thursday 20 May 2021 at Bldg. No.13, Cyril B. Romney Tortola Pier Park, Wickham's Cay I.