

**52<sup>nd</sup> Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)  
Thursday, 19<sup>th</sup> August 2021 at 10:00 a.m.  
Virgin Islands Shipping Registry Conference Room, First Floor Ritter House,  
Wickham's Cay II, Road Town, Tortola, British Virgin Islands**

**SUMMARY MINUTES**

**Members Present**

Mr. Jerry Samuel (JS or Deputy Chairman)  
Mr. Michael Fay, QC (MF) (*left meeting at 11:08 a.m.*)  
Mr. Shea Alexander (SA)  
Bishop John Cline (JC)  
Mr. Marquese Maduro (MM) (*arrived approximately 11:30a.m.*)  
Dr. Sauda Smith (SS)  
Mr. Anthony McMaster, (AM) and Ag. CEO

**Members Absent with Apologies**

Mr. Ronnie W. Skelton (RS or Chairman)  
Mrs. Geraldine Ritter-Freeman (GR-F)

**Action Points**

- I. Action Point #1: Ag. CEO to prepare a presentation on the Fish Bay Road Rehabilitation Project.
- II. Action Point #2: GR-F members of Audit and Risk Committee.
- III. Action Point #3: Guidelines for the fundraiser committee to be prepared.
- IV. Action Point #4: Circulate feedback to board for Internship.
- V. Action Point #5: Chief Financial Officer position to be added to the draft budget designed for 2022-2023, for consideration.

**The Board:**

- Reviewed the risk matrix (12 August 2021).
- Noted the status of the RDA Senior Management Team (SMT) risk matrix for the month of July and leading up to 12<sup>th</sup> August 2021.
- Noted the risk 69 (Magistrates Court) remains RED.
- Noted the risk 73 (disruption during Fish Bay Road Rehabilitation) remains for Board information; although high profile, it is expected that this risk will be manageable. This risk remains RED.
- Discussed and noted risk 52 (Chief Financial Officer).
- Noted that the Chair of A&R Committee met with Internal Auditor (18 Aug) for a briefing and overview.
- Noted that current composition of A&R Committee are JS and MF with no representative appointed from the UK.

- Noted that Ag. CEO to explore GR-F as a member of the A&R Committee, as the Governor's representative.
- Approved the recommendation of award in favour of the Contractor Autland Heavy Equipment Co. Ltd for the execution of road works at Long Trench under the Road Rehabilitation and Slope Stabilization project at a cost not exceeding One Million, One Hundred and Twenty-two Thousand, Seven Hundred and Ninety-eight US Dollars and Sixty Cents (\$1,122,798.60).
- Approved the recommendation of award in favour of the Consultant INROS Lackner SE to undertake the design and construction management of the West End ferry Terminal project at a cost not exceeding One Million and Forty-eight Thousand, Nine Hundred and Nine US Dollars (\$1,048,909.00).
- Approved the recommendation of award in favour of the Contractor Autland Heavy Equipment Co. Ltd for the execution of road works at Fish Bay under the Road Rehabilitation and Slope Stabilization project at a cost not exceeding One Million, Seven Hundred and Ninety-nine Thousand, Four Hundred and Ninety-nine Dollars and Sixty-eight Cents (USD\$1,799,499.68).
- Noted the progress of projects during this reporting period.
- Reviewed and Approved: The cost estimate and budget delegation report for inclusion in the RDA MoF July Monthly Report.
- Reviewed and Approved: The draft July 2021 Monthly report prior to being submitted to the Premier's Office.
- Noted the current staffing status of the RDA.
- Approved the Operational Budget for the 2022 financial year. Appendix 1.
- Approved the request to drawdown US\$1,180,624 held with the Virgin Islands Recovery Trust (the Trust) for CDB Projects. Appendix 2.
- Noted the final funding reports for FCDO contributions to projects in 2021 and the operational funding final report have been formally submitted.
- Noted that an annual review was successfully conducted for all FCDO funding, including operational funding since inception of the RDA and projects funded in UK FY 20/21.
- Noted the need to conclude a new MoU with FCDO for potential funding of projects in 2021 (up to end of March 2022), at the earliest to facilitate securing additional project funding.
- Noted the ongoing fundraising initiatives and the need for Board support in the raising of funds.
- Approved the Summary Minutes of the 49<sup>th</sup> Board Meeting.