

**53rd Meeting of the Board of the Virgin Islands Recovery and Development Agency
Thursday, 23rd September 2021**

Summary Minutes

Mr. Ronnie W. Skelton chaired the Meeting held on 23rd September 2021, which was held at Virgin Islands Shipping Registry Conference Room, First Floor Ritter House, Wickham's Cay II, Road Town, Tortola, British Virgin Islands.

Members Present

Mr. Ronnie W. Skelton (RS or Chairman)
Mr. Jerry Samuel (JS or Deputy Chairman)
Mr. Michael Fay, QC (MF)
Mr. Marquese Maduro (MM) (*left meeting at 1:24 p.m.*)
Mrs. Geraldine Ritter-Freeman (GR-F)
Mr. Shea Alexander (SA) via MS Teams
Bishop John Cline (JC)
Dr. Sauda Smith (SS) via MS Teams
Mr. Anthony McMaster, (AM and Ag. CEO)

Action Points

- I. Action Point #1: Circulate feedback to board on Internship programme.
- II. Action Point #2: Ag. CEO to submit the methodology used to estimate the Elmore Stoutt High School project.
- III. Action Point #3: Ag. CEO to add an explanation for the terminology "international experience" in tender requirements.
- IV. Action Point #4: Ag. CEO to document and assess what the Agency has done to build capacity and measure the bidders versus the diversity of awards.

The Board:

1. Approved:

- a. the increase in contract in favour of the Contractor K & C Construction for additional repair works to the Attorney General's residence to the amount of Two Hundred and Fifty-four Thousand, Eight Hundred and Fifty-four US Dollars and Seventy-one Cents (US\$254,854.71);
- b. the cost estimate and budget delegation report for inclusion in the RDA MoF August 2021 Monthly Report;

- c. the delegation of \$218,726.14 for the completion of the Attorney-General's residence (Project Number 193);
- d. the Draft August 2021 Monthly Report with amendments;
- e. the engagement of the RDA to construct the additional classrooms required to relocate the Elmore Stoutt High School students currently receiving in the "Old CTL" building to the main seven-acre campus of the Elmore Stoutt High School;
- f. the engagement of the RDA to develop to completion the development of the Terrance B. Lettsome International Airport, as per the specifications of the Government of the Virgin Islands (to be specified via a Statement of Requirement);
- g. the engagement of the RDA to develop to completion the development of the Jost Van Dyke Primary School, as per the specifications of the Government of the Virgin Islands (to be specified via a Statement of Requirement);
- h. the RDA to further discuss the potential funding and construction of the JVD School with the contractor and agent on behalf of the potential donor;
- i. the request to drawdown US\$386,084 held with the Virgin Islands Recovery Trust (the Trust) for Capital Projects. Appendix 1;
- j. the MoU for continued funding support for the ongoing solar projects shared by FCDO for signature by the Acting CEO. Noting this will be similar format used for any future project funding; and
- k. the Funding Report for August 2021 for inclusion in the MOF Monthly Report.

2. Reviewed and Noted:

- a. the risk matrix (August 2021);
- b. the status of the RDA Senior Management Team (SMT) risk matrix for the month of August 2021;
- c. the risk 69 (Magistrates Court) remains RED;
- d. 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;
- e. the risk 74 (implementation schedule) is a new risk that has been placed on the risk register and is classified as RED;
- f. the risk 75 (RDA completing all projects) is a new risk that has been placed on the risk register and is classified as RED;

- g. the presentation by the Director of Procurement regarding the Tender Evaluation Process;
- h. the progress of projects during this reporting period;
- i. the presentation by the Project Manager, Community Liaison Officer, and the Head of Communications on the Fish Bay Road Project;
- j. the current staffing status of the RDA; and
- k. the ongoing fundraising initiatives and the need for Board support in the raising of funds.

3. Instructed:

- a. the CEO to ensure that all project expenses beyond routine operational expenses in the RDA that would be expected in the normal course of operations, be met by commitment in the first instance, and by transfers to the RDA from the Government of the Virgin Islands or some other funding source to be approved by RDA's Board of Directors before costs are incurred in pursuit of both the Elmore Stoutt High School and the Terrance B. Lettsome International Airport projects.