

**55th Meeting of the Board of the Virgin Islands Recovery and Development Agency
Thursday, 18th November 2021 at 10:30 a.m.**

SUMMARY MINUTES

Members Present

Mr. Ronnie W. Skelton (RS or Chairman)
Mr. Marquese Maduro (MM)
Mrs. Geraldine Ritter-Freeman (GR-F) via MS Teams
Bishop John Cline (JC) *arrived 10:42 a.m.*
Mr. Shea Alexander (SA)
Dr. Sauda Smith (SS) via MS Teams
Mr. Michael Fay, QC (MF) via MS Teams
Mr. Anthony McMaster, (AM and Ag. CEO)
Ms. Sharie-Ann M. Stapleton, (SMS and Board Secretary)

Members Absent

Mr. Jerry Samuel (JS or Deputy Chairman)

Mr. Ronnie W. Skelton chaired the Meeting held on 18 November 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.

Action Points

- i. Action Point #1: Acting CEO to provide a report on the past 10-20 awarded contracts and their technical and financial scores.
- ii. Action Point #2: Acting CEO to forward the draft letters regarding the implementation schedule and the life span of the Agency to the Chairman for review and amendments.

Matters Arising from 54th Meeting Minutes/Action Points

- i. Action Point #1: Ag. CEO to provide a copy of the Tender Document with the update according to the Position Statement where "international experience" is concerned. Completed.
- ii. Action Point #2: Ag. CEO to schedule a strategy meeting to discuss the future and the functions of the RDA, procurement's appeal process, implementation schedule, and the appointment of the CEO. Completed.
- iii. Action Point #3: Ag. CEO to re-circulate the Agency's regulations for the Members of the Board to review. Completed.
- iv. Action Point #4: Ag. CEO to arrange a forum for Private Sector discussion with JC. In progress.
- v. Action Point #5: Ag. CEO to update the RDA's website to reflect the new Board Members. Completed.

- vi. Action Point #6: AG. CEO to arrange a discussion with Attorney General on the appeal process for RDA's procurement's process. Continuation of the same to be determined.

The Board:

1. Approved:

- the recommendation of award in favour of Trojan Design and Development to provide design consultancy services for the re-development of the Elmore Stoutt High School at a cost of Ninety-nine Thousand, Four Hundred and Eighty US Dollars (US\$99,480.00);
- the recommendation of award in favour of Floyd F. Stoutt for the post of Project Manager (Individual Consultant) for an initial period of one (1) year at a cost not exceeding Seventy-four Thousand, Two Hundred United States Dollars (US\$74,200.00);
- the recommendation of award in favour of the contractor Sand Wise Ltd for the demolition of slabs and debris clearance works at the Elmore Stoutt High School at a cost of One Hundred and Thirty-six Thousand and Seventy-nine US Dollars and Fifty Cents (US\$136,079.50);
- the recommendation of award in favour of Amandla Engineering for the supply and installation of solar facilities at the Enis Adams Primary School (grid tied, exporting) and the Francis Lettsome Primary School (grid tied, non-exporting) at a total cost of One Hundred and Thirty-three Thousand US Dollars (US\$133,000.00);
- the cost estimate and budget delegation report for inclusion in the RDA MoF October 2021 Monthly Report;
- the delegation of \$30,000 and \$20,000 respectively from the uncommitted funds remaining from the initial \$10M provided by GBVI for Phase I projects, to be used in the further planning and development of the JVD and Isabella Morris Primary School;
- the Implementation Schedule for forwarding by the Acting CEO to MoF to inform the budget and to seek approval ahead of the start of 2022;
- the Draft October 2021 Monthly Report;
- the request to drawdown US\$93,000 held with the Virgin Islands Recovery Trust (the Trust) for Capital Projects and US\$539,424 for CDB Projects. Appendix 2;
- the attached Funding Report for October 2021 for inclusion in the MOF Monthly Report; and
- the Summary Minutes for the 53rd Board Meeting.

2. Did not approve:

- the recommendation of award in favour of Construction for Change for the provision of construction management services to the Elmore Stoutt High School and Junior School re-development projects at a cost not exceeding Eighty-two Thousand, Five Hundred United States Dollars (US\$82,500.00), pending a review of MoF's 2022 budget.

3. Deferred:

- the draft 2020 Annual Report; to be decided on at the Extraordinary Board Meeting.

4. Reviewed and noted:

- the risk matrix (November 2021);
- the current status of the RDA Senior Management Team (SMT) risk matrix for the month of October 2021;
- the risk 69 (Magistrates Court) remains RED;
- the risk 75 (RDA completing all projects) is a new risk that has been placed on the risk register and is classified as RED;
- the risk 76 – FCDO Deed of Contributions is a new risk and is classified as RED;
- the risk 77 – Delay in moving Magistrates Court. This risk is classified as RED;
- the risk 74 (Implementation Schedule) remains as an ISSUE. Reviewed the risk matrix (September 2021);
- the Audit and Risk Committee met on 1 November 2021. A report was submitted to the Board and has been slated for discussion at an Extraordinary Meeting on 24 November 2021;
- the Executive Committee did not meet this month, due to the Extraordinary Meeting on 11 November 2021;
- the progress of projects during this reporting period;
- the MoF budget for 2022-24 for projects to be delivered by the RDA (Enclosure One);
- the draft letter to the Premier's Office (Enclosure Two) highlighting the challenges of the MoF budget for 2022-24 and the need to finalise the Implementation Schedule. Further review and adjustments to be made by the Board;
- the draft Regulations Letter to the Premier. Further review and adjustments to be made by the Board;
- the current staffing status of the RDA; and

- the financial overview of the RDA as at 31 October 2021. Appendix 1.

5. Next Board Meeting

- 10:30 a.m. Thursday, 20 January 2022 at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.