

**56th Meeting of the Board of the Virgin Islands Recovery and Development Agency
Thursday, 20th January 2022 at 10:30 a.m.**

SUMMARY MINUTES

Members Present

Mr. Ronnie W. Skelton (RS or Chairman)
Mr. Jerry Samuel (JS or Deputy Chairman) via MS Teams
Mr. Marquese Maduro (MM) via MS Teams *arrived 11:37 a.m.*
Mrs. Geraldine Ritter-Freeman (GR-F) via MS Teams
Bishop John Cline (JC) via MS Teams *arrived 10:42 a.m.*
Dr. Sauda Smith (SS) via MS Teams
Mr. Iftikhar Ahmad (IA) via MS Teams
Mr. Michael Fay, QC (MF) via MS Teams *arrived 10:51 a.m. and left at 12:40 p.m.*
Mr. Anthony McMaster, (AM and Ag. CEO)
Ms. Sharie-Ann M. Stapleton, (SMS and Board Secretary)

Members Absent

Mr. Shea Alexander (SA)

Mr. Ronnie W. Skelton chaired the Meeting held on 20 January 2022, 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: Ag. CEO to arrange a forum for Private Sector discussion with JC.
- ii. Action Point #2: Ag. CEO to circulate a copy of the letters sent to the Premier from the Chairman, regarding the CEO's appointment, Implementation Schedule, and RDA's Regulations.
- iii. Action Point #3: Ag. CEO to resubmit his performance appraisal to the Chairman.
- iv. Action Point #4: Ag. CEO to ensure that the renewal/extension of contracts be done at least one-month in advance.
- v. Action Point #5: Ag. CEO to provide the A&R Committee with Harney, Westwood & Riegels LP contract for review.
- vi. Action Point #6: Ag. CEO to provide justification in Procurement 4A update and send via Round Robin, for a decision.
- vii. Action Point #7: Ag. CEO to provide performance appraisals for all Secondees seeking extensions.
- viii. Action Point #8: Ag. CEO to discuss Tourist Board's \$50K with External Auditors.

Matters Arising from Minutes/Action Points

- i. Action Point #1: Acting CEO to arrange a forum for Private Sector discussion with JC. Pending.
- ii. Action Point #2: Acting CEO to provide a report on the past 10-20 awarded contracts and their technical and financial scores. Completed.
- iii. Action Point #3: Acting CEO to forward the draft letters regarding the implementation schedule and procedures/policies of the Agency to the Chairman for review and amendments. Completed.

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, Road Town Tortola, VG 1110, British Virgin Islands

The Board:

1. Approved:

- the minutes of the 55th Meeting as amended;
- the recommendation of award in favour of the firm OBM International for the provision of architectural and engineering design services for the Road Town Police Station at a cost of Forty-five Thousand and One US Dollars and Ninety-three Cents (US\$45,001.93);
- the recommendation of award on a Single Source basis in favour of the firm Crowe (BVI) Limited for the provision of payroll services to the RDA for the period 2022 – 2023 at a cost of Thirty-one Thousand, Two Hundred US Dollars (\$31,200.00);
- the recommendation of award on a Single basis in favour of the firm BDO Limited for the provision of auditing services to the RDA for the period 2022 – 2023 at a cost of Seventy Thousand US Dollars (\$70,000.00) subject to the approval of the Audit & Risk Committee;
- the recommendation of award on a Single Source basis in favour of the firm Harney, Westwood & Riegels LP for the provision of legal services to the RDA for the period 2022 – 2023 in accordance with their discounted hourly rate proposal and requested that the A&R Committee review the contract;
- the recommendation of award on a Single Source basis in favour of the firm Maid 2 Shine for the provision of janitorial services to the RDA for the year 2022 only at a cost not exceeding Seventeen Thousand, Four Hundred US Dollars (US\$17,400.00);
- the recommendation of award in favour of Tortola Pier Park Ltd for the renewal of the lease agreement including the use of utilities for the RDA's Pier Park Offices for another year at a cost not exceeding Eighty-two Thousand, Eight Hundred US Dollars (US\$82,800.00);
- the recommendation of award to vary the contract in favour of Sand Wise Ltd for the demolition of the remaining foundation slabs and debris clearance at the Elmore Stoutt High School campus at a cost of Sixty Thousand US Dollars (\$60,000.00). This request supersedes the last request made on this activity;
- the cost estimate and budget report for inclusion in the RDA MoF December 2021 Monthly Report;
- the Value for Money (VfM) Reports on the Flax Administration Building and Bregado Flax Internal Walls projects;
- the Draft November and December 2021 Monthly Reports;
- the request to drawdown US\$374,447 for Capital projects and US\$1,380,392 for CDB projects held with the Virgin Islands Recovery Trust;
- the attached Funding Report for December 2021 for inclusion in the MOF Monthly Report; and
- the Summary Minutes for the 54th Board Meeting.

2. Appointed:

- IA to the Audit and Risk Committee.

3. Deferred:

- the discussion to approve the Terms of Reference for the RDA Board Funding Committee to the 57th Board Meeting;
- the discussion to appoint the members of the RDA Board Funding Committee and formally establish the committee to the 57th Board Meeting; and
- the request to approve the 2020 Annual report.

4. Requested:

- additional information before a decision is made on the recommendation of award in favour of the contractor Accurate Construction for the repair works to the Virgin Gorda Police Station – Phase II at a cost of Twenty-two Thousand, Nine Hundred and Sixty-four US Dollars and Seventy-eight Cents (US\$22,964.78). To be determined via Round Robin Resolution;
- additional information before a decision is made on the contract extensions of GOVI Secondees for a further three (3) months while awaiting formal notification from GBVI on their request for extension. To be determined via Round Robin Resolution; and
- that the direct receipt of \$50,000 funding by the RDA from the BVI Tourism Board for the airport expansion project be discussed with the External Auditors.

5. Reviewed and noted:

- the risk matrix (December 2021);
- the status of the RDA Senior Management Team (SMT) risk matrix for the month of January 2022;
- 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 has been reduced and is now classified as ORANGE;
- the risk 77 – Delay in moving Magistrates Court. This risk is classified as RED;
- the risk 74 (Implementation Schedule) remains as an ISSUE;
- that the Executive Committee met on January 13, 2022 and reviewed and discussed decision papers and approved forwarding to the Board's 56th Meeting;
- that on January 19, 2022, the Audit & Risk Sub-Committee met and discussed the audit plans;
- that The Internal Auditor's Annual Report 2020 and the Audit & Risk Sub-Committee' Charter will be shared with the Board at the next meeting;
- that the approval of the Annual Internal Audit Plan was deferred until the requested refinements to the projects section are completed. This will allow the committee to petition the Board and management for additional resources to assist the Internal Auditor in effectively completing the plan;

- that the Committee completed its review of the Governance Report and will refer one further finding to the Board for consideration. The Committee has approved the transmission of the report to the Board for information purposes only;
- the progress of projects during this reporting period;
- the current staffing status of the RDA;
- the preliminary financial status of the RDA as at 31 December 2021;
- the Internal Audit status of the RDA's payroll function from inception to date; and
- the increased in contracted cash funding from \$58.4m to \$60.4m since the November Board meeting.

Next Board Meeting

10:30 a.m. Thursday, 17 February 2022 at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.