

**66th Meeting of the Board of the Virgin Islands Recovery and Development Agency
held on Thursday 24th November 2022 at 10:30 a.m.
Virgin Islands Shipping Registry Conference Room, First Floor Ritter House,
Wickham's Cay II, Road Town, Tortola, Virgin Islands**

MINUTES

Members Present

Mr. Ronnie W. Skelton (RS or Chairman)
Mr. Jerry Samuel (JS or Deputy Chairman)
Dr. Souda Smith (SS)
Mr. Michael Fay, QC (MF)
Mr. Shea Alexander (SA)
Mr. Iftikhar Ahmad (IA)
Mrs. Geraldine Ritter-Freeman (GR-F)
Mr. Marquese Maduro (MM)
Mr. John Cline (JC)
Mr. Anthony McMaster, (AM and CEO)
Ms. Sharie-Ann M. Stapleton, (SMS and Board Secretary)

The Chairman called the meeting to order at 10:34 a.m. and JC provided the opening prayer.

1. Welcome and Opening Remarks

The Chairman welcomed members to the 66th Meeting of the Board.

2. Declarations of any Potential Conflicts of Interest

There were no declarations of potential conflicts of interest since the last Board meeting.

3. Action Points:

- i. CEO to present the Marine Shore Base project implementation plans to the Members of the Board.
- ii. CEO to draft letter, on behalf of the Chairman, to Premier's Office on the significant need to maintain RDA implemented assets.
- iii. CEO to arrange a special meeting for discussions surrounding maintenance of assets.
- iv. CEO to organise having the external auditors on the interview panel for the Internal Auditor.

4. Review of Minutes

- 65th Board Meeting Minutes from 13th October 2022.
 - ✓ A Motion was moved by GR-F and seconded by JC to adopt the minutes of the 65th Board meeting.

5. Matters Arising from Minutes/Action Points

- CEO to draft a letter to the Premier's Office about the maintenance of Government buildings being delivered by the RDA. **Being reviewed.**
- CEO to organise an Elmore Stouff High School walkthrough for the Members of the Board. **Completed.**
- SS and GRF to review the 2021 annual report, once finalised, in preparation for the 66th Meeting of the Board. **Completed.**
- Fundraising Committee (SS) to provide a list of deliverables for the Fundraising Manager. **Completed.**

6. Corporate Governance

- Risk Management Update (RDA-22-66-01)

The Board:

- Reviewed the risk matrix (November 2022).
- Noted the status of the RDA Senior Management Team (SMT) risk matrix for the month of November 2022.
- Noted the risk 82 (Contractor Delays). This risk is classified as RED,
- Noted the risk 84 (Movement of Boats). This risk is classified as RED.
- Noted the risk 78 (Elmore Stouff High School supply chain) has been deescalated and is now classified as GREEN.

- Board Sub-committees Updates (RDA-22-66-02)

- Executive Committee

The Board:

- Noted that the Executive Committee met on 17th November and discussed all decision matters being submitted to the 66th Meeting of the Board.

- Audit and Risk Committee

The Board:

- Noted that the Internal Auditor position advertisement received 69 applications.

- Requested that an external auditor be part of the interview process for this position.
- Fundraising Committee

The Board:

- Noted that the discussion took place with the sole qualified candidate for the Fundraising Manager position, and it went well.
 - Noted that this candidate is highly recommended for the post of Fundraising Manager.
 - Noted that the draft deliverables were developed and submitted to the candidate for review before a decision is made by the Committee.
- Internal Audit Update (RDA-22-66-03)
 - No submission.

7. Procurement Department

- Procurement Update (RDA-22-66-04)

The Board:

- Approved the recommendation of award in favour of Kloudfyre Networks for the provision of managed information technology services to the RDA over a period of twenty-four (24) months at a total cost not exceeding Sixty Thousand, Seven Hundred and Twenty US Dollars (US\$60,720.00).
 - ✓ A Motion was moved by SA and seconded by GR-F.
- Approved the recommendation of award in favour of James Todman Construction Limited for the construction of the Joint Marine Shore Base building at a cost not exceeding Two Million, Three Hundred and Eighty Thousand, Five Hundred and Nine US Dollars and Eighty-seven Cents (US\$2,380,509.87).
 - ✓ A Motion was moved by SA and seconded by GR-F.

8. Programme Delivery Department

- Projects and CDB Update (RDA-22-66-05)

The Board:

- Noted the progress on projects during this reporting period.

- Noted the progress on Magistrate’s Court/Halls of Justice, Eslyn Henley Richiez Learning Centre, West End Ferry Terminal, and Roads, Slopes and Coastal Defences projects.
- Noted that the Classic Modern design for West End Ferry Terminal was selected by the Government. This option was one of the joint winners from the public consultation and is deemed to be the most cost effective of the three. A public update to be issued by the Comms Team (RDA).
- Noted that the activities under the project named ‘Magistrate’s Court’ is being closed and notification was sent to the Deputy Governor’s Office on the same. The Halls of Justice will be the project’s name going forward and all processes will be carried out in the appropriate manner.
- Noted that as of the end of October 2022, the ESHS project has progressed to approximately 90%.

9. Programme Strategy Department

- Strategy, Communications, Monitoring Update (RDA-22-66-06)

The Board:

- Noted that the 2021 draft Annual Report was enhanced and captured all the feedback provided by the Board of Directors prior.
- Reviewed and approved the revised draft Annual Report 2021.
 - ✓ A Motion was moved by SA and seconded by GR-F.
- Reviewed and approved DRAFT October 2022 Monthly Report.
 - ✓ A Motion was moved by GR-F and seconded by RS.
- Reviewed and approved Water Network Improvement and RTPS Phase II and Financial Crimes Value for Money Reports.
 - ✓ A Motion was moved by RS and seconded by SA.
- Reviewed activities of the communications team for the month of October.
- Reviewed community engagement activities for the month of October.

- Strategy, Communications, Monitoring Update (RDA-22-66-06A)

The Board:

- Agreed for the RDA to engage with Cyril B. Romney Tortola Pier Park Ltd to install a 650 kWp Solar Grid Tie System on their behalf at the TPPL facility on Wickham’s I.

- Agreed for the RDA to procure the services of a third party to enter into a Power Purchase Agreement with TPPL for funding, sourcing, and installation of the mentioned system.
 - Agreed that the RDA will facilitate the negotiations with BVIEC on the terms of the PPA agreement.
 - Decided that the draft final arrangements will be brought to the Board for approval before being entered.
 - ✓ A Motion was moved by SA and seconded by SS.
- Strategy, Communications, Monitoring Update (RDA-22-66-06B)

The Board:

- Pre-approved the engagement between the RDA and the BVI Tourist Board to Construct Bathroom and Waiting Facilities at Trellis Bay.
 - ✓ A Motion was moved by RS and seconded by SS.
- Requested that the masterplan be explored and that all designs be reviewed by stakeholders linked to this project.

10. Support Services Department

- Human Resources, Administration and Organisation Update (RDA-22-66-07)

The Board:

- Noted the capacity building activities.
- Noted the current staffing status of the RDA.
- Noted the capacity building activities within the Agency.
- Noted that overseas advertisement for Internal Auditor closed on 11th November 2022. There were 69 applications received. The applications are currently being reviewed and shortlisted for presentation to the Audit & Risk Committee.
- Noted that the advertisement for the post of Director of Programme Delivery closed 14th November 2022. Approximately 122 applications were received.

11. Finance Department

- Finance Update (RDA-22-66-08)

The Board:

- Noted the financial status of the RDA as at 31st October 2022.

- Reviewed and approved the request for drawdown #31, as amended to reflect US\$1,968,110 for Capital projects and US\$177,123 for CDB projects held with the Virgin Islands Recovery Trust.

- ✓ A Motion was moved by MM and seconded by RS as amended.

- Funding Update (RDA-22-66-09)
 - no submission

12. Any Other Business

- RDA's Annual Party takes place on 8th December 2022, 5pm at 1748 Restaurant, Long Bay Beach (*Dress code- Elegant*)

13. Next Board Meeting

- 10:30 a.m. Thursday, 19th January 2022, at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.

Meeting adjourned at 1:15 p.m.

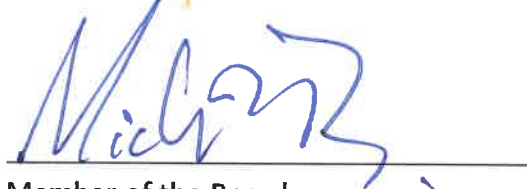
This is a true and correct record.



Ronnie W. Skelton, Chairman

Jan 19, 2023

Date



Member of the Board

19/01/2023

Date

