



The TCI Ports Authority Sponsorship Letter 2021, include key transparency requirements for the operation of the Board. As outlined in the letter the Board is required to make public, summary information of its meetings and decisions, following each meeting.

The Chairman, Directors, Management, and Staff of the Ports Authority are committed to maintaining this level of transparency and hereby present a summary of our last meeting.

PORTS AUTHORITY BOARD OF DIRECTORS MEETING #5-22

INTRODUCTION - The Board of Directors met at the Kew Community Center, North Caicos on May 25th , 2022.

Directors present at this meeting were: **Appointed Directors:** Urban Jason Francis (Chairman), Artavia Bassett (Deputy Chair), Correy Forbes, Derek Rolle {attended by phone-link}, E Lavardo Ewing, **Ex-officio Directors:** Chawa Williams, Collector of Customs; Delton Jones; (Director of Ports); and Paula Myers (Board Secretary).;

The following Director (s) was absent: Athenee Harvey-Basden (PS/Finance), Althea Been, PS/Ministry of Immigration & Border Service, Garvin Thomas, (Director of Public Works)

The Financial Controller, Ms. Sarhea Rigby, participated in the meeting by invitation from the Chairman

SUMMARY OF MEETING OUTCOMES

DIRECTOR'S OPERATIONS REPORT

1. Directors reviewed and accepted the 2022/23 Sponsorship Letter and approved for the Director of Ports to write to the Minister of Immigration & Border Services to confirm agreement to abide by the terms of the Letter.
2. Management informed the Board of arrangements being made to ensure the Ports Authority is able to implement the 2022/23 Budget in a timely manner, including: hosting a post-budget seminar, preparation of the Annual Procurement Plan and inputs to the Citizens' Guide to the Budget and aligning staff work plans with achieving budget objectives.
3. Directors were information of activities under disaster preparedness workplans for the upcoming hurricane season; including participation in government state of preparedness meetings of the utilities and infrastructure sub-committees; review and update of the Port Authority's Business Continuity Plan/Disaster Preparedness Policy; and plans to adopt the Caribbean Port Emergencies Plan (by the start of the 2023 Hurricane season).
4. Management informed Director that a Cabinet Paper on Participation in the Multi Employee Pension Plan was still under consideration. Directors were pleased that the employee labor dispute matter was settled.

5. Directors were appraised of ongoing efforts and legal requirements involved in removing abandoned containers and vessels/sloops from South Dock, Provo; and were updated on plans to tender a project for maintenance of the container yard.
6. Directors discussed the stevedoring services review consultancy recommendations and determined follow-up actions to be undertaken by the Ports Authority.
7. Management advised Directors of the outcomes of a meeting with officials from the Caribbean Development Bank, including potential areas of technical assistance in the future - subject to approval by the Ministry of Finance.
8. Directors were updated on plans for the hosting of the 2021/22 Annual General Meeting on June 23rd, 2022 and approved the guest speaker and the stakeholders to bring 'reflections.'
9. Directors approved a Management request to prioritize assistance to community based festivals which bring awareness to cultural aspects of the maritime sector, and also offered opportunities for staff participation and team building.
10. Directors appointed a committee to evaluate the Proposals received to lease space at the Bellefield Landing Welcome Center.

CAPITAL PROJECTS REPORT

1. A Summary of Capital projects was presented as follows:

Island/ Project	Status
Grand Turk	
1. Refurbishment to Ro/Ro Ramp	This project is included in 2022/23 Budget, and is listed for tendering in the Annual Procurement Plan (APP) during the first quarter (April to June).
2. Refurbishment of Port Office	This project is included in government's 2022/23 Capital Development Budget, and is listed for tendering in the Annual Procurement Plan (APP) during the first quarter: Planning approvals have been requested, the business case and tender documents have been prepared and submitted to the Procurement Office
3. Main Berth Repair	This project is included in 2022/23 Budget, and is listed for tendering in the Annual Procurement Plan (APP) during the third quarter (October- December).
South Caicos	
1. Port Rehabilitation Contract	The project is under implementation and on time for completion in July 2022 in accordance with contract.
2. Container Yard Pavement Project	The project is under implementation and on time for completion in July 2022 in accordance with contract.
3. Dredging Project	This project is included in 2022/23 Budget, it is at an advanced state of appraisal and is listed for tendering in the Annual Procurement Plan (APP) during the first quarter (April to June).
North Caicos	
1. Bellefield Landing Dredging Project	This project is at pre-construction place, due to several delays but is expected to commence shortly.
2. Construction of Office Block/ Welcome Center	This project is under implementation, within budget and is on track for a July 2022 completion date, in accordance with the contract.
3. Civilian Safety (Boat Slips) Project	The project tender closed February 23 rd , 2022, the tender evaluation is prolonged due to ending of the 2021/22 financial year without the contract being awarded. A revised business case has been prepared it

	is anticipated that this contract would be approved by Cabinet shortly.
4. Master Plan, phase 2	An REQ to procure consultancy services to appraise phase 2 of the Masterplan has been published. Funding for phase 2 projects is included in the 2022/23 Budget. The project is included in the APP with tendering planned for the third quarter (October – December).
Providenciales	
1. Phases 1 and 2 Redevelopment	The project tender closed February 3 rd , 2022; the tenders are currently being evaluated. A revised business case has been prepared it is anticipated that this contract would be approved by Cabinet shortly.
2. Design of Fuel Mooring System	The project was deferred during 2021/23 and is to be funded from funds approved by the Government in its Development Fund for the redevelopment project. This project included in the APP with tendering planned for the second quarter (July to September)
3. Construction of Port Office Building	The project tender closed February 23 rd , 2022; the tenders are currently being evaluated. A revised business case has been prepared it is anticipated that this contract would be approved by Cabinet shortly.
4. Phases 3&4 Redevelopment (appraisal)	This project is to be funded from funds approved by the Government in its Development Fund for the redevelopment project. This project included in the APP with tendering planned for the third quarter (October - December)
5. Redevelopment Project Technical Support	The project is to be funded from funds approved by the Government in its Development Fund for the redevelopment project. This project included in the APP with tendering planned for the second quarter (July to September)
6. Container Yard Maintenance	This project is included in the maintenance budget, an RFQ for the first phase of the project has been published; arrangement for a Framework Agreement are being progressed for urgent publication.

FINANCIAL REPORTS

The financial report for April 2022 was presented by the Financial Controller. The financial highlights were as follows.

1. Income was \$626,557 (compared with a budget of \$918,284) and expenditure was \$171,439 (compared with an estimate of \$569,839).
2. Net operating income was \$455,119 (compared with a budget estimate of \$98,44).¹
3. Total assets and matching Total Liabilities and Equity were \$14,539,633

VISIT TO WELCOME CENTER, BELLEFIELD LANDING - Directors visited the Welcome Center to observe the progress of the project. Directors were very pleased with the progress of the project and made a few proposals to inform the final project.

DATE MEETING & NEXT MEETING & ANNUAL GENERAL MEETING - The next meeting and the Annual General Meeting will be held in Providenciales on Thursday, June 23, 2022.

Delton Jones
Director of Ports
May 29, 2022

¹ Financial results for April reflect late passage of the 2022/23 Budget, which delayed commencement of several work plans and also reflects introduction of several revenue items later in the financial year.