



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 #2-22**

**INTRODUCTION** - The Board of Directors met virtually on February 23<sup>rd</sup>, 2022.

Directors present at this meeting were: **Appointed Directors:** Urban Jason Francis (Chairman), Artavia Bassett (Deputy Chair), Correy Forbes, Derek Rolle, E Lavardo Ewing, **Ex-officio Directors:** Athenee Harvey-Basden ( PS/Finance); Chawa Williams, Collector of Customs; Garvin Thomas, (Director of Public Works); Delton Jones; (Director of Ports); and Paula Myers (Board Secretary).

The following Director was absent: Althea Been, PS/Ministry of Immigration & Border Services;

The Acting Financial Controller, Ms. Sarhea Rigby, Shawna Lewis, Deputy Director of Ports and Messrs. John Pears and Scott Simmons Consultants, for the Organizational Restructuring Consultancy participated in the meeting by invitation from the Chairman

### **SUMMARY OF MEETING OUTCOMES**

#### **DIRECTOR'S OPERATIONS REPORT**

1. Directors received a presentation from the consultants (Atlantic Group Associates Inc) carrying out the Organizational Restructuring. The presentation focused on having an organizational structure in place which responds to meeting the TCI's port relate international convention obligations, reducing risks and liabilities and associated staff capacity issues. It was agreed to delay finalization of the consultancy to consider the report from a SIRA maritime risk assessment consultancy which is currently being implemented with support from the UK/MCA.
2. Directors received a report on port operations, which have returned to normal hours, at all ports, as no staff are currently affected by Covid-19.
3. The Chairman and other Directors who participated in '*engagement sessions*' sponsored by the National Audit Committee reported on the sessions; noting how beneficial they have been in emphasizing the important role of statutory bodies in the TCI, outlining the need for good oversight arrangements and working relations between Boards and executive staff and clarifying core government policies, ordinances and procedures.
4. Directors received a report on a meeting with officials from the Ministry of Immigration & Borders Services within the context of preparation of the Strategic Plan. A work plan/ result area was subsequently included in the draft revised strategic plan.

5. Management advised that the revision of the strategic plan was completed and it was circulated to Directors. However, a presentation on the revised Strategic Plan was deferred.
6. Directors received a Report and recommendations from the Finance and Audit Sub-committee on a meeting held on February 10<sup>th</sup>, 2022 to discussed revisions to the draft 2022/23 Budget; particularly issues related to participation in the Multi-Employee Pension Plan and a response to the National Insurance rate increase. Following discussions of these matters, the Board accepted the recommendations made by the sub-committee, noting final Cabinet approval was required.
7. Management advised the Board that the consultancy for Review of Provo Stevedoring Agreement was ongoing and should be completed by the end of the financial year.
8. Directors were pleased to hear of continued UK/MCA support for maritime safety projects being coordinated by the Ports Authority, including: IMO Level 1 Oil Spill Training (held February 8<sup>th</sup> -10<sup>th</sup>); and SIRA Maritime Risk Assessment of ports and territorial waters of the TCI currently being carried out by NASH Consultants.
9. Directors received a report on ongoing contracts with the Ministry of Immigration and Border Services in several areas: Weekly Covid-19 Impact Reporting, Capital Projects Reporting and progression of Cabinet Papers.
10. Directors approved several HR related proposals presented by Management.
11. Directors discussed and approved (with revisions) a proposal from Management to guide the lease-out of the rental spaces at the Bellefield Landing Welcome Center/ Port Office.

## CAPITAL PROJECTS REPORT

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

Island/ Project	Status
<b>Grand Turk</b>	
1. <b>Refurbishment to Ro/Ro Ramp</b>	This project was tendered but there were no bids. Further options to undertake the project to be assessed.
2. <b>Refurbishment of Port Office</b>	This project under appraisal.
<b>South Caicos</b>	
1. <b>Port Rehabilitation Contract</b>	The project is under implementation and on time for completion in July 2022 in accordance with contract.
2. <b>Container Yard Pavement Project</b>	This project was tendered and is at the final price evaluation stage.
3. <b>Office Refurbishment Project</b>	The project is under implementation, with completion scheduled to be by mid-March.
4. <b>Dredging Project</b>	Arrangements for project appraisal are being progressed
<b>North Caicos</b>	
1. <b>Bellefield Landing Dredging Project</b>	This project is at pre-construction place, which is expected to commence in March.
2. <b>Construction of Office Block/ Welcome Center</b>	This project is under implementation, within budget and for a July 2022 completion date, in accordance with the contract.
3. <b>Civilian Safety (Boat Slips) Project</b>	The project tender closed February 23 <sup>rd</sup> , 2022.
4. <b>Master Plan</b>	Arrangements to procure consultancy services to appraise phase 2 of the Masterplan are being finalized.
<b>Providenciales</b>	
1. <b>Geotechnical Survey of South Dock</b>	The final report has been received, close-out arrangements commenced.

<b>2. South Dock Maintenance Dredging</b>	This project is being implemented and should be completed by the end of February.
<b>3. Phases 1 and 2 Redevelopment</b>	The project tender closed February 3 <sup>rd</sup> , 2022.
<b>4. Design of Fuel Mooring System</b>	The project is being considered under PWD framework contracting arrangements
<b>5. Construction of Port Office Building</b>	The project tender closed February 23 <sup>rd</sup> , 2022.

## **FINANCIAL REPORTS**

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

1. Income was \$425,427 (compared with a budget of \$452,081) and expenditure was \$291,207 (compared with an estimate of \$256,667).
2. Net operating income was \$64,008 (compared with a budget estimate of \$138,202). A transfer of \$70,212 was made to TCIG.
3. Total assets and matching Total Liabilities and Equity were \$13,492,287

Year to date budget performance highlights were as follows:

1. Income of \$6,033,813 against a budget of \$4,602,785, reflecting a variance of 31%; with 2 months left in the financial year
2. Total expenditure was \$2,683,665 against a budget of \$3,384,817, for a variance of 20%
3. Total transfer to TCIG was \$702,199
4. Net Operating Income was \$2,642,382, compared with a budget of \$551,694 (a variance of 579%).

Directors were pleased with the excellent budget performance.

Several proposals to improve presentation of the finance report were made, these will be taken into consideration by Management.

## **DATE FOR THE NEXT MEETING**

The Board scheduled its next meeting for March 23<sup>rd</sup> 2022.

**Delton Jones**  
**Director of Ports**  
**February 24, 2022**