



The TCI Ports Authority Sponsorship Letter 2024/25, 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 -24

INTRODUCTION - The Board of Directors met on May 30th, 2024 at the Ministry of Immigration & Border Services, Conference Room, Airport Road, Providenciales

The meeting began with Directors observing the death of Ms. Dorothy ‘Peggy’ Malcolm, former HR Manager and extending sympathy to her family and the staff of the Ports Authority.

Directors present at this meeting were: *Appointed Directors:* Tueton Williams, (Chairman) Dennis Swann (Deputy Chairman), Crosley Bain, Shawonda Gardiner, and Tracy Parker: *Ex-officio Directors:* Richard Gibbs (Acting Collector of Customs), Mark McAulay (Acting Director of Public Works), Delton Jones; (Director of Ports); and Paula Myers (Board Secretary).

Directors absent from the meeting, with apologies: Athenee Harvey (PS/Ministry of Finance and Althea Been (PS/Ministry of Immigration & Border Services)

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

SUMMARY OF MEETING OUTCOMES

PORTS’ OPERATIONS REPORT (this report covered the period April 25th to May 29th, 2024

Highlights of the period:

- The Chairman, Chairman of the Infrastructure Committee and Director of Ports accompanied the Hon. Minister on a port familiarization visit to Jamaica, 1st May to May 4th
- Notice of Cabinet approval of a moratorium on net-revenue transfer was received.
- Phase 1 of the redevelopment project continues to make remarkable progress: sheet piling works for the new pier and ro-ro ramp are completed; the dredging of the turning cycle and in-filling of the new pier are ongoing
- The office block project continues towards completion during the summer: internal partitioning, tiling tile, prime painting of the roof and exterior walls have commenced, and external works such as drainage and construction generator house have also commenced.
- The contracts for the Bellefield Landing Gazebo and Water Sports building projects were signed and port users meeting was held on May 23rd .
- Two (2) stakeholder’s meeting on phase 3 and 4 of the redevelopment project were held on May 9th and May 28th

SUMMARY OF DIRECTOR’S OPERATIONS REPORT

1. Directors were advised that the: 2024/25 Budget was approved; along with approval of a moratorium on net revenue transfers in excess of \$3 million for 2020/21 to 2022/23 and for a further two years to fund approved

capital project; and Sponsorship Letter for 2024/25 was received. Copies of the approved Budget and the Citizens Guide to the Budget were circulated.

2. Management also informed Directors that the Annual Budget Execution seminar for senior staff was held on May 9th; and the draft Annual Procurement Plan was prepared and submitted to Contracts and Corporate Performance Management Department.
3. Directors received a briefing on the May 1st to 4th visit to Jamaica from the Chairman, Chairman of the Infrastructure Committee and Director of Ports. Directors were pleased with the positive results of the visit, which augurs well for further functional cooperation with ports in Jamaica.
4. Management informed Directors that there was an increase in shipping in activity at South Dock, Providenciales during May, with scheduled lines increasing weekly voyages; and also reported that the port was effectively handling the increased volumes due to the success of the congestion alleviation measures which were instituted during the year.
5. Directors engaged in extensive discussion on future stevedoring needs at South Dock, Provo to accommodate the projected increase in shipping and also to meet the service demands of expanded port infrastructure which the redevelopment project will create. Management was requested to prioritize a work plan to procure sustainable stevedoring services over the long term.
6. Management provided a report on recent the ISPS Code Audit of ports in the TCI by staff from the UK Department of Trade; and advised that priority was being accorded to developing a work plan to address areas identified for corrective action.
7. Management advised Directors that work plans related to the upcoming III Code (Coastal State) Audit of the TCI's maritime sector were progress; in particular, an RFQ to procure Aids to Navigation, based on an assessment report, was published.
8. Management provided updates and proposed follow up work plans on: the proposal to name ports after persons who made important contributions to the shipping/ maritime sector; and efforts to promote citizens participation/ investment in ports related projects.
9. Directors were pleased the acquisition of parcel 60605/117, Norway & Five Cays, Providenciales was heading to a successful conclusion; and also that the government was favourably considering other proposals from the Ports Authority to acquire lands for future development of South Dock, Providenciales.
10. Directors received a report and endorsed a proposed collaboration between the Ports Authority and PWD to carryout coastal development projects on South Caicos.
11. Directors received an update on the recruit of an IT Manager and were pleased that the position would be filled shortly; and looked forward to participating the recruitment of a new HR Manager.

FINANCIAL REPORT

The Financial Controller presented the April Financial Report. The highlights of this report were:

- I. Recurrent Income of \$866,547, which is 10% higher than the estimate of \$786,790 due to increased imports of building materials.
- II. Total recurrent expenditure was \$298,138 which is 39% lower than estimate of \$486,347 due slow expenditure uptake as the budget was not approved.
- III. Net Operating surplus was \$318,411, compared with an estimate of \$50,455 due higher revenue during the month because of increase imports of building materials.
- IV. Total liabilities and equity: \$19,563,017.

CAPITAL PROJECTS REPORT

1. The Contracts for construction of the Gazebo and water sports building at Bellefield Landing was signed;
2. An RFQ to remove a sunk vessel from the turning basis at Bellefield Landing was re-issued.
3. Phase 1 of the redevelopment project continues to make remarkable progress: sheet piling work for the new pier and ro-ro ramp are completed; the dredging of the turning cycle and in-filling of the new pier are ongoing
4. The office block project continues towards completion during the summer: internal partitioning, tiling tile, prime painting of the roof and exterior walls have commenced, and external works such as drainage and construction generator house have also commenced.
5. Appraisal of phase 3 and 4 and the fuel mooring continue with several stakeholder meetings to take place during the remainder of the month, resulting agreement of technical options for these projects.

DATE OF NEXT MEETING

The Annual General Meeting will be held on June 13th; the next regular Meeting will be held Virtually on July 25th

Delton Jones
Director of Port
June 6, 2024