



The TCI Ports Authority Sponsorship Letter 2022/23, 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 #12-22**

**INTRODUCTION** - The Board of Directors met at Ports Authority's Office, South Dock, Providenciales

Directors present at this meeting were: **Appointed Directors:** Tueton William (Chairman), Keshia Gardiner (Deputy Chair), Crosley Bain, Dennis Swann and Tracy Parker Gray **Ex-officio Directors:** Athenee Harvey-Basden ( PS/Finance), Chawa Williams, Collector of Customs, Mark McAlay, (Acting 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 Financial Controller Sarhea Rigby and HR Manager Deleria Simms, participated in the meeting invitation from the Chairman.

### **SUMMARY OF MEETING OUTCOMES**

#### **DIRECTOR OF PORTS' OPERATIONS REPORT**

1. Directors recall the successful Orientation Sessions which was held November 8th and 9th, and registered their that to Chairman of the Audit Committee (Ms. Sanfra Foster) and Chief Internal Auditor (Mr. Marlon Shippie) and the management staff of the Ports Authority for facilitating th3 sessions.
2. Management presented a report on integration of the Bellefield Landing Welcome Center into the ports system; and plans to address congestion at South Dock, Provo during the holiday season (and when the redevelopment project commences). Directors engaged in extensive discussions on these issues and proposed a number of additional measures for consideration, including identification of a parcel of land to stock overflow containers.
3. Directors received a summary report and an indicative multi-stakeholder work plan from the recent UK funded risk assessment of ports and territorial waters of the TCI; and agreed this should be prioritized and those work plans which fall to the Ports Authority would be implemented by the Safety Division.
4. Management presented a summary report from the organizational restructuring consultancy. Directors accepted the report noting the emphasis on seeking to: more fully discharge the Ports Authority's mandate as outlined in the Ordinance (with a great focus on port safety); and increase staff development and job satisfaction. It was agreed the report should be forwarded to the Minister for consideration and approval as required in accordance with the Sponsorship Letter.
5. Directors welcomed a progress report on the Port Logistics and Data Intelligence Platform. It was noted the Platform would be rolled out, in a 'test environment', starting December and should be

adopted in April 2023. During this period staff and user training would be held. A 'Demo' on the Platform for Directors and the Minister is also proposed.

6. Directors were updated on several work plans involving the Ministry of Immigration and Border Services, including:
  - follow-up actions from a Report on a recent visit the Director of Port made to Barbados and the Bahamas as part of a delegation headed by the Hon. Minister to observe operations of port container scanners and citizen's empowerment initiatives; and
  - the status of several Cabinet Papers of interest to the Ports Authority.
7. Management provided and update on current HR related work plans, as follows:
  - recruitment of Project Manager and Harbor Master; and
  - arrangements for Job Evaluation Survey, and
  - finalization of the revised Staff Policies and Procedureswhich would be referred to the HR Subcommittee for detailed consideration.
8. Directors were updated on staff Christmas observances, and agreed to participate in the various events.
9. Management provided an update on the status of Capital Projects, focusing on:
  - the status of the South Caicos port pavement project,
  - proposed asphalt paving of the berth and active container yard, South Dock, which would assist with addressing congestion by improving port efficiency; and
  - the progress of contracting for phases 1 and 2 of the redevelopment project.

## **FINANCIAL REPORTS**

The Financial Controller presented the Financial Reports for October 2022. The highlights were as follows:

1. Income was \$850,757<sup>1</sup> (compared with a budget of \$648,994) and recurrent expenditure was \$325,041 (compared with an estimate of \$423,865).
2. Net operating income was \$275,716 (compared with a budget estimate of -\$24,807).
3. Total assets and matching Total Liabilities and Equity were \$14,857,694.

The highlights of Year-to-Date financial results are as follows:

1. Income \$5,049,722 compared with a budget of \$6,338,935; a variance of -20% (see footnote 1)
2. Recurrent expenditure \$2,060,755 compared with a budget of \$3,203,979; variance of 36%
3. Net operating Income was \$1,238,967.

Management addressed several Directors' queries related to the financial reports and preparation of the 2023/24 budget. It was noted that Management is working to prepare the draft 2023/24 budget for submission to the Ministry of Finance by the of December. Accordingly, a draft budget should be available for consideration by the Finance and Audit Subcommittee and the full Board before the end of December.

## **DATE OF NEXT MEETING**

The Board agreed to hold its next meeting in Grand Turk on December 15th, 2022.

**Delton Jones**  
**Director of Port**  
**November 30, 2022**

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<sup>1</sup> The income outturn reflects delayed receipt from the sale sand as dredging projects are delayed. This also has implication for net operating income.