



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 #11/21 November 23<sup>rd</sup> , 2021**

**INTRODUCTION** - The Board of Directors met at the Kew Community Center, North Caicos on November 23<sup>rd</sup> , 2021.

All Directors were present at this meeting: **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) James Astwood, PS/Ministry of Immigration & Border Services, Garvin Thomas, (Director of PWD), Linda Malcolm (Acting Collector of Customs), Delton Jones (Director of Ports), and Paula Myers (Board Secretary).

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

#### **SUMMARY OF MEETING OUTCOMES**

#### **OPERATIONS REPORT**

1. **Port operations** - Management presented an update on the Covid-19 Vaccination Policy and noted that the staff vaccination rate was now 75%, an increase of 9% in the last month.

Directors were pleased to learn of the important role South Dock, Grand Turk is playing in facilitating the Grand Turk Cruise Center dredging project, which has increased activity at the port.

2. **Revision/ preparation of Strategic Plan** – Management presented an update on the review of the strategic plan; noting that stakeholder consultations are being planned before finalization of the plan: which is targeted at February 2022.
3. **Public Accounts Committee Meeting** – Management informed the Board that the Director and Deputy Director would represent the Ports Authority at a meeting of the Public Accounts Committee on December 6<sup>th</sup>, 2021 to review Financial Audits for 2017/18 to 2019/20.
4. **Preparation of 2022/23 Budget and Meeting of the Finance sub-committee** – Directors were advised that work was continuing on preparing the 2022/23 budget (involving all managers). The Board subsequently approved a management request to convene a meeting of the Finance and Audit sub-committee on November 24<sup>th</sup> ,2021 to review the draft budget.

5. **Stevedoring Service** – Directors were advised that the RFQ for Sustainable Stevedoring Services consultancy was published, with a closing date of November 24<sup>th</sup>, 2021. The consultancy has a duration of 35 days, and should be completed early in 2022.
6. **Oil spill training funded by the UK/MCA** - Directors were informed that arrangements for several oil spill management training programs being implemented with funding from the UK Maritime and Coastguard Agency are being finalized, as follows: familiarization with oil spill containment equipment, deferred to Covid-19 – December 6<sup>th</sup> week; and Level 1 Oil Spill – January 2022.
7. **Ministerial Relations** – Directors were appreciative to the Ministry of Immigration and Board Services for recent approval of supplementary expenditure in the amount of \$320,000.

Directors were pleased to learn that Cabinet recently granted Planning Approval for South Dock Redevelopment Project (Phases 1 and 2 and construction of the Office Block).

Management also informed Directors that several Cabinet papers pertaining to the Ports Authority were being progressed with the assistance of the Ministry.

8. **Community Outreach Program** – Directors endorsed the final Community Outreach Program for 2021 (a collaboration with the Welfare Department to distribute Christmas gifts to needy children on Grand Turk and South Caicos). Directors requested the event be held to coincide with the last Board Meeting to enable their participation in the distribution.
9. **Bellefield Landing Billboard Policy** – The Board deferred approval of a policy on placement of billboards at Bellefield Landing to allow management to review similar policies existing in other government agencies.

## **FINANCIAL REPORTS**

The Financial Controller presented the financial report for October 2021.

The highlights financial report were as follows:

1. Income was \$643,104 (compared with a budget of \$502,521) and expenditure was \$263,792 (compared with an estimate of \$ 386,477).
2. Net operating income was \$242,019 (compared with a budget estimate of \$379,312).
3. Total assets and matching Total Liabilities and Equity were \$13,212,834

Directors requested Management to revise the format of the monthly financial report to enable better year to date assessment of overall budget performance.

## **HR MATTERS**

Directors were pleased that the RFQ for the Organizational Restructuring consultancy was lunched.

Directors acknowledged invitations to attend staff Christmas parties on December 18<sup>th</sup> and 22<sup>nd</sup> in Grand Turk and Providenciales, respectively.

## **CAPITAL PROJECTS REPORTS**

1. Directors received reports on the status of capital projects included in the 2021/22 Budget which are currently contracted and being implemented.
2. It was agreed to collaborate with staff from the Ministry to plan an event to formally launch the Bellefield Landing Master Plan, which was recently completed.
3. Directors welcomed reports that Invitations to Tender (ITT) for Bellefield Landing Dredging, South Caicos Port Pavement and Grand Turk RoRo Ramp Repairs had closed and that the bids were being evaluated.
4. Management advised Directors that several additional ITTs: Redevelopment Project Phases 1 and 2, Consultancy for Costing and Design of Fuel Discharge Mooring System, Construction of new Port Office Complex at South Dock were completed and are currently being reviewed by the Procurement Office. It is anticipated that these would be published before the end of the year.
5. Directors were advised that Bellefield Landing Boat Slips consultancy was delayed but it is still expected that the ITT would be published before the end of the year.
6. Management also advised that a Work Order for consultancy services to appraise the refurbishment of the Grand Turk Port Office Building was issued. It is anticipated that designs would be completed by January 2022.
7. Management advised that Board that appraisal of FY 2022/23 projects (Bellefield Landing Masterplan, Phase 1 and South Caicos dredging) should begin before the end of the financial year, so the ITTs could be prepared in a timely manner.

## **DATE FOR THE NEXT MEETING**

The Board scheduled its next meeting for December 17th, 2021; to be held on Grand Turk.

**Delton Jones**  
**Director of Ports, November 26, 2021**