



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 #12/21 December 17th , 2021

INTRODUCTION - The Board of Directors met at the former Chief Minister's Office, Grand Turk on December 17th , 2021.

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:** James Astwood, PS/Ministry of Immigration & Border Services, Richard Gibbs (Acting Collector of Customs), Delton Jones (Director of Ports), and Paula Myers (Board Secretary).

The following Directors were absent: Athenee Harvey-Basden (PS/Finance) and Garvin Thomas, (Director of PWD),

The Acting Financial Controller, Ms. Sarhea Rigby and the Deputy Director (Ms. Shawna Lewis) participated in the meeting by invitation from the Chairman

SUMMARY OF MEETING OUTCOMES

Operations Report

Management presented summary information on several operational work plans as follows:

1. Ports are operating at the prescribed hours; staff Covid-19 vaccination rate is now 79%.
2. The meeting with the Public Accounts Committee was held on December 6th, 2021; there were no outstanding issues to be addressed.
3. The Bellefield Landing Masterplan, including agreement of the phases is completed. However, the public launch of the Masterplan, which was scheduled for December 16th 2021, has been postponed.
4. A Work Order for Sustainable Stevedoring Consultancy was issued to Decision Economics. The consultancy should commence in January 2022 and should be completed before the end of the financial year.
5. A Work Order for the Organizational Restructuring Consultancy was issued to Atlantic Partner Associates, Inc. The field work for the consultancy is ongoing. The consultancy should be completed by the end of the financial year.
6. Several Cabinet Papers submitted to the Ministry of Immigration and Border Services for onward to Cabinet remain outstanding.
7. The final Community Outreach activity for the year (distribution of gifts to Social Welfare Department) was planned for December 17th, 2021

8. The revision of the Strategic Plan is ongoing. Including consultations with the Director and stakeholders; the target date for presentation the draft final Strategic Plan to the Board is the end of February 2022.

FINANCIAL REPORTS

The financial report for November 2021 was presented by the Acting Financial Controller in a new format, which now includes year to date budget performance information. The financial highlights were as follows.

1. Income was \$491,658 (compared with a budget of \$465,250) and expenditure was \$290,129 (compared with an estimate of \$330,484).
2. Net operating income was \$61,105 (compared with a budget estimate of \$64,554). A transfer of \$140,423 was made to TCIG.
3. Total assets and matching Total Liabilities and Equity were \$13,755,643

Year to date budget performance highlights were as follows:

1. Income of \$5,037,904 against a budget of \$3,617,233, reflecting a variance of 39%; with 4 months left in the financial year
2. Total expenditure was \$2,188,892 again a budget of \$2,482,614, for a variance of 15%
3. Total transfer to TCIG was \$561,696
4. Net Operating Income was \$2,351,671, compared with a budget of \$572,923 (a variance of 510%).

Directors were very pleased with financial performance of the organization.

PRESENTATION OF 2022/23 DRAFT BUDGET

Management presented and referred the draft 2022/23 budget, which was previously considered by the Finance and Audit Subcommittee (on November 24th), for approval by the full Board of Directors.

Following systematic discussions of the budget proposal and a few amendments; Directors approved the draft 2022/23 budget for submission to the Minister of Immigration and Border Services and the Ministry of Finance.

It was noted that budget preparation is an iterative process. Management will appraisal the Board on developments pertaining to finalization of the budget.

CAPITAL PROJECTS REPORT

Management presented an update on capital projects included in the 2021/22 budget; as follows:

- Three (3) projects are under implementation (Bellefield Landing Welcome Center, Geotechnical survey of South Dock and South Caicos Port Rehabilitation);
- One (1) project, Bellefield Landing Dredging recently completed evaluation;
- The tender for South Caicos Port Pavement project, closed and evaluation is scheduled to commence December 20th, 2021;
- One (1) project, Phases 1 and 2 South Dock Provo Redevelopment Project is out to tender; and
- Three (3) projects have been submitted to Procurement Office for review prior to publication (Consultancy for South Dock Provo fuel Discharge Mooring, South Redevelopment project/ construction of office complex and Bellefield Landing Civilian Safety [boat slips] project.

- A work order for refurbishment of South Caicos Port Office building was recently concluded.
- Management also advised the Board that appraisal of projects for the 2022/23 capital budget should commence before the end of the financial year.

2021 YEAR IN REVIEW

Management also presented a review of key work plans and achievements during 2021. It was noted that a balanced work plan focusing of staff capacity development, introduction of sustainable systems and procedures and building resilient infrastructure was pursued. The Management presentation was followed by Directors' reflections on 2021. Directors expressed their satisfaction with the results for the year and the general direction of the organization.

DATE FOR THE NEXT MEETING

The Board scheduled its next meeting for January 26th, 2022; to be held on Providenciales.

Delton Jones
Director of Ports
December 20, 2021