



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 #10/21 October 27, 2021

INTRODUCTION - The Board of Directors met at the Customs Department, Conference Room, Airport Road, Providenciales on October 27th 2021.

Present at this meeting were: **Appointed Directors:** Urban Jason Francis (Chairman), Correy Forbes, Derek Rolle, E Lavardo Ewing, *Ex-officio* Directors: James Astwood, Acting 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 following Directors were absent: Artavia Bassett (Deputy Chair), Athenee Harvey-Basden (PS/Finance)

The Financial Controller, Ms. Shawna Lewis and representatives of Caribbean Environmental Design Association (Mr. Oswald Williams) and Conservative Architects (Mr. Anthony Walkin and Mr. Clyde Robinson) 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 66%, an increase of 2% in the last month.
2. **Provo Stevedoring Agreement** - The Board discussed a Paper from Management on the delivery of stevedoring services.
3. **PMAC Data Intelligence Project** - The Board received a presentation on a proposed Port Management Association of Caribbean (PMAC) Data Intelligence Project. The Board noted benefits of participating in the project. Management was request to advance this matter and keep the Board informed of progress.
4. **2022/23 Budget Circular and Meeting of the Finance sub-committee** - The Board received a report and accepted the recommendations from a meeting of the Finance Sub-committee (held on October 19,2021) on the Ports Authority's inputs to the government's FSPS. The Board was advised the Honorable Minister with responsibility for the Ports Authority had approved the

submission. Management also advised the Board that an internal budget calendar was prepared and circulated to Managers.

5. **Ministerial Relations** - The Board was provided with an update on several work plans (several Cabinet submissions, approval of Planning application for Provo Port Office Block, 2021/22 Supplementary Appropriations) being processed with support from the Ministry of Immigration and Border Services. Directors were pleased with results of these work plans.

The Board also received an update on the recent visit to the Puerto Rio Heino, Dominican Republic. Directors who accompanied the Minister of Immigration and Border Services on the visit indicated it was a very productive visit, noting several areas for further engagement and collaboration were identified. They emphasized the importance of developing a work plan to take forward areas discussed during the visit.

6. **Contracts with Government Department** - Management informed Directors of participation of staff in several government planning processes (National Transport Masterplan and National Health Sector Strategic Plan) and a meeting with staff from the Department Trade.
7. **III Code Progress Report** – The Board was advised that the III Code Audit was ongoing.
8. **World Maritime Day 2021** – Management informed Directors that following World Maritime Day observances under the theme: “*Seafarer: At the Core of Shipping’s Future*” articles on local seafarers were feature in port publications (the Anchor and Navigator). Such article would continue to carried in these publications going forward.

FINANCIAL REPORTS

The Financial Controller presented the financial report for September 2021 and the 2nd Quarter of 2021/22.

The highlights September’s financial report were as follows:

1. Income was \$604,621 (compared with a budget of \$473,369) and expenditure, including transfer of net revenue of TCIG, was \$362,602 (compared with an estimate of \$ 373,583).
2. Net operating income was \$ 242,019 (compared with a budget estimate of \$99,786).
3. Total assets and matching Total Liabilities and Equity were \$12,837,860

Highlights of 2nd Quarter Financial report, included:

1. Second Quarter revenue was \$1,756,264 compared with a budget of \$1,319,427 reflecting a positive variance of \$436,837 (or +33%). It was observed that revenue was increasing due to importation of materials for ongoing construction projects.
2. Total expenditure was \$919,476 compared with a budget of \$9969,802 reflecting a variance of \$50,516 (+5%).
3. The net-surplus for the 2nd quarter was \$415,271, compared with a budgeted amount of \$138,989, a variance of \$276,718. Transfer to TCIG totaled \$421,271
4. Total assets were \$12,837,860 (current assets: \$7,393,558 and Fixed Assets [Property, plant and equipment: \$5,417,943) at the end of the quarter. Matching Total Liabilities and Equities was \$12,837,860 (current liabilities: \$567,438, Long term liabilities and Equity \$12,270,422).

5. At the end of 2nd quarter, the Net Surplus, after transfer to TCIG, \$2,351,170, compared with a budget of \$810,596; a positive variance of \$1,549,573.

HR MATTERS

The Board was advised that recent staff openings (Deputy Director of Port, Safety Officer, Port Facility Security Officer/Provo) were filled.

The Board approved a proposal from Management to offer staff Christmas advances (payable as part of November salaries) on the same terms, as in previous years.

CAPITAL PROJECTS REPORTS

1. **Consultants' presentations** - The Board received presentations from the consultants for the Bellefield Landing Boat slips project (Caribbean Environmental Design Associates) and Bellefield Landing Masterplan (Conservative Architects). These presentations were followed by discussions and clarifications on aspects of the presentations.
2. Directors received a report from Management on the current status of capital projects included in the 2021/22 Budget.
3. Directors welcomed reports that Invitations to Tender (ITT) for several projects (Bellefield Landing Dredging, South Caicos Port Pavement and Grand Turk RoRo Ramp Repairs) were published.
4. Management advised Directors that work was for progressing for 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, Bellefield Landing Boat Slips) to be published before the end of the year.
5. Management also informed Directors that a Request for Quotations (RFQ) to appraise the refurbishment of the Grand Turk Port Office Building is was issues, closing November 1, 202

DATE FOR THE NEXT MEETING

The Board scheduled its next meeting for November 23rd , 2021; to be held on North Caicos.

Delton Jones
Director of Ports, October 28, 2021