



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 #7-22

INTRODUCTION - The Board of Directors met at the Ports Authority Office, South Dock, Providenciales/ Virtually on July 27th, 2022

Directors present at this meeting were: **Appointed Directors:** Urban Jason Francis (Chairman), Artavia Bassett (Deputy Chair), Correy Forbes, Derek Rolle; **Ex-officio Directors** Althea Been, PS/Ministry of Immigration & Border Service; Garvin Thomas, (Director of Public Works), Delton Jones; (Director of Ports); and Paula Myers (Board Secretary).

The following Directors were absent: E Lavardo Ewing, Athenee Harvey-Basden (PS/Finance), and Chawa Williams, Collector of Customs.

The following officials participated in the meeting by invitation from the Chairman; Richard Gibbs, Assistant Collector of Customs; Shawna Lewis, Deputy Director of Port; Sarhea Rigby, Financial Controller and Deleria Simms, HR Manager.

SUMMARY OF MEETING OUTCOMES

DIRECTOR'S OPERATIONS REPORT

1. In anticipation of the meeting with the Audit Committee by the Chairman and Director of Ports on July 28th, Directors reviewed and discussed responses to findings from the Turnbull report (circa 2016) pertaining to the Ports Authority.
2. The Director of Port made a presentation on his recent attendance of Red Ensign Group (REG) Conference in the Isle of Mann during July 16-23, 2023, as part of the TCI contingent. The Director noted that the results of the III Code Audit were favorable, with only 2 observations. He noted the following themes for future work plans:
 - Building on achievements made while preparing for the audit,
 - Operationalizing safety plans through regular drills and exercises
 - Adoption of local legislation to give effect to maritime convention and codes, including compensation
 - Sustainable funding arrangements need to be introduced,
 - Adoption of strategic maritime strategies linked to national development imperatives
 - Preparation for bi-annual 'mock audit' as part of a 6-year IMO audit cycle

3. Management briefed Directors on the scope, benefits and progress of the Data Intelligence (Statistics) Project being undertaken with assistance from the Port Management Association of the Caribbean (PMAC).
4. Directors observed work being undertaken to improve the container yard at South Dock, Provo; and welcomed progress being made (as part of the collaboration with Customs Department) to remove abandoned containers and vessels from the port facility.
5. Directors were pleased with progress being made to seek approval for several Ports Authority work plans; including: land acquisition proposals; approval of the Strategic Plan (2022/23 to 2024/25), stevedoring, dissolution of gratuity payment scheme and participation in the Multi Employee Pension Plan, and funding arrangements for capital projects.
6. Directors were also updated on the progress of work plans with the Ministry of Tourisms and Environment which seek approval for arrangements to expedite dredging projects.
7. Staff presented a Report from on a meeting of the Human Resources Committee held on July 24th, 2022. Directors approved recommendations from the Committee meeting and were very pleased with the following associated work plans being progress:
 - Arrangements for participation in the MEPP
 - Performance based increment policy
 - Staff arrangements for Bellefield Landing port facility
 - Change Initiative
 - Team Building Initiative
 - Conclusion of Organizational Restructuring Initiative
8. Directors devoted a considerable portion of the meeting to discussing the status of the Bellefield Landing Welcome Center Project, focusing on: final work plans (including variations for asphalt paving and installation of an electricity transformer); evaluation of bids to operate the restaurant, proposed staffing and security arrangements. Directors also approved a timeline for the opening of the Welcome Center.

CAPITAL PROJECTS REPORT

1. A Summary of Capital projects was presented as follows:

| Island/ Project | Status |
|---|--|
| Grand Turk | |
| 1. Refurbishment to Ro/Ro Ramp | This project is included in 2022/23 Budget, and is listed for tendering in the Annual Procurement Plan (APP) during the first quarter (April to June). |
| 2. Refurbishment of Port Office | The draft Invitation To Tender (ITT) was submitted to Procurement Office. |
| 3. Main Berth Repair | This project is included in 2022/23 Budget, and is listed for tendering in the Annual Procurement Plan (APP) during the third quarter (October- December). |
| South Caicos | |
| 1. Port Rehabilitation Contract | The project is under implementation. Due to 'supply chain' challenges which affected delivery of materials the project duration is being extended to the end of August. |
| 2. Container Yard Pavement Project | The project commencement is delayed until completion of the Port Rehabilitation Project. Interim, progress is being made to secure approval for use land to erect the project asphalt plant. |

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| 3. Dredging Project | This project is included in 2022/23 Budget, it is at an advanced state of appraisal and is listed for tendering in the Annual Procurement Plan (APP) during the first quarter (April to June). The draft Invitation To Tender (ITT) was submitted to Procurement Office. |
| North Caicos | |
| 1. Bellefield Landing Dredging Project | This port is ongoing: the clean-up of the Bellefield Landing Turning basin is completion; and with the approval of the sand mining licence the dredging of the mainly channel has commence. |
| 2. Construction of Office Block/ Welcome Center | See discussion at point #8 in the Operations Report, above. |
| 3. Civilian Safety (Boat Slips) Project | This contract has been approved by Cabinet and contracting is concluding. |
| 4. Master Plan, phase 2 | An REQ to procure consultancy services to appraise phase 2 of the Masterplan has been published. Insufficient bids were received. An application of a tender waiver is being progressed. Funding for phase 2 projects is included in the 2022/23 Budget. The project is included in the APP with tendering planned for the third quarter (October – December). |
| Providenciales | |
| 1. Phases 1 and 2 Redevelopment | The project tender closed February 3 rd , 2022; the tenders are currently being evaluated. A revised business case has been prepared it is anticipated that this contract would be approved by Cabinet shortly. |
| 2. Design of Fuel Mooring System | The project was deferred during 2021/23 and is to be funded from funds approved by the Government in its Development Fund for the redevelopment project. This project included in the APP with tendering planned for the second quarter (July to September) |
| 3. Construction of Port Office Building | The project tender closed February 23 rd , 2022; the tenders are currently being evaluated. A revised business case has been prepared it is anticipated that this contract would be approved by Cabinet shortly. |
| 4. Phases 3&4 Redevelopment (appraisal) | This project is to be funded from funds approved by the Government in its Development Fund for the redevelopment project. This project included in the APP with tendering planned for the third quarter (October - December) |
| 5. Redevelopment Project Technical Support | The project is to be funded from funds approved by the Government in its Development Fund for the redevelopment project. This project included in the APP with tendering planned for the second quarter (July to September) |
| 6. Container Yard Maintenance | A Work Order for this project was possible following evaluation of the bids from RFQ for the first phase of the project.. The Project is ongoing (see comment at # 4 in the Operations Report. |

FINANCIAL REPORTS

The financial report for June 2022 and the First Quarterly Financial for 2022 were presented by the Financial Controller.

The financial highlights for June 2022 were as follows.

1. Income was \$655,128¹ (compared with a budget of \$761,870) and expenditure was \$284,359 (compared with an estimate of \$420,188).
2. Net operating income was \$120,769 (compared with a budget estimate of \$341,682).
3. Total assets and matching Total Liabilities and Equity were \$14,575,238

The financial highlights for the First Quarterly Financial of 2022/23 were as follows:

¹ The income outturn reflects delayed receipt from the sale sand as dredging projects are delayed.

1. Actual income was \$2,005,508², compared with an estimate of \$2,937,569: a variance of -32%
2. Actual Expenditure was \$791,251, compared with an estimate of \$1,423,023: a variance of 49%
3. A first quarter surplus of \$1,274,252 was reported, compared with an estimate of \$1,514,546: a variance of -16%
4. Total transfer to TCIG during the 1st quarter was \$750,000, inline with estimate
5. The net-surplus for the 1st quarter was \$524,258, compared with an estimate of \$764,546: a variance of -31%

DATE NEXT MEETING - The next meeting will be held virtually Wednesday, 31st , 2022.

Delton Jones
Director of Ports
July 28 , 2022

² 1st Quarter income also reflects delayed receipt from the sale of sand