



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 #8-22

INTRODUCTION - The Board of Directors met Virtually on August 31st, 2022

Directors present at this meeting were: **Appointed Directors:** Urban Jason Francis (Chairman), Artavia Bassett (Deputy Chair), Correy Forbes, Derek Rolle and E Lavardo Ewing; **Ex-officio Directors** Chawa Williams, Collector of Customs, Delton Jones; (Director of Ports); and Paula Myers (Board Secretary).

The following Directors were absent: Athenee Harvey-Basden (PS/Finance), PS/Ministry of Immigration & Border Services; and Garvin Thomas, (Director of Public Works).

The Financial Controller Sarhea Rigby participated in the meeting invitation from the Chairman.

SUMMARY OF MEETING OUTCOMES

DIRECTOR OF PORTS' OPERATIONS REPORT

1. The Chairman and Director of Ports updated Directors on participation in the final meeting with the Audit Committee on July 28th, 2022 to sign-off on the Ports Authority's responses to findings from the Turnbull report (circa 2016).
2. The Director of Ports advised Directors that staff were reviewing the SIRA Risk Assessment Report on ports and territorial waters of TCI and further advised that a report outlining a work plan and resource implications associated with implementations of the recommendations in the Report would be presented at the September Board Meeting.
3. Directors were informed of staff participation in the Kick-off Meeting for the Strategic Plan and National Framework for Weather, Water and Climate Service and Complementary Action Plan which was hosted by the TCIAA on August 28th, 2022. Directors were further informed that the launch of this service would assist the Ports Authority in responding to its safety workplan. Directors were also informed that staff would continue to engage in this planning activity, and will keep the Board informed of its progress.
4. Directors were pleased with the update on the Port Logistics and Data Intelligence (Statistics) Project being piloted in the TCI with assistance from the Port Management Association of the Caribbean (PMAC), and were informed that staff from PATCI would be involved in a presentation on the project at the PAMC Annual General Meeting during September 14-15th, 2022.

5. Directors welcomed a report from Director Williams (Collector Of Customs) on efforts to remove abandoned containers and vessels from the South Dock port facility; and a new work plan to improve the security and minimize risks associated with non-compliant vessels.
6. Directors were pleased with recent progress made on several work plans with support from the Ministry of Immigration and Border Services, including:
 - Contracting of the Bellefield Landing Civil Safety (Boat slips) Project
 - Cabinet approvals for:
 - dissolution of the gratuity scheme and participation in the MEPP
 - construction of the port office building at South Dock, Provo
 - construction of phases 1 and 2 of the redevelopment of South Dock Project, and
 - endorsement of the new strategic Plan
7. Directors were also pleased with the assistance of the Ministry of Tourisms and Environment in securing Cabinet approval of Model Sand Mining Licence for 5 for emergency and maintenance dredging projects by the Ports Authority.
8. Directors considered a request to participate in a publicity campaign.
9. Management presented a progress report on several HR Related work plans (participation in the MEPP, Staff increments and appraisals) which Directors had considered and approved at July Board. Directors also approved several general HR Management proposals made by management.
10. Directors received a presentation on observations and recommendations from the Organizational Restructuring Consultancy. Following discussions, Directors approved the recommendations made in the presentation, and agreed to refer the report and recommendations to the Minister for final consideration, in accordance with the Sponsorship letter.
11. Management briefed Directors on an ‘onboarding meeting’ held with staff of the Premier’s Delivery Unit (DU) on August 17th, which focused on its purpose and work approach. It was noted that the Redevelopment of South Dock was earmarked a priority area for the DU. A follow-up meeting with staff from the DU was scheduled for September 7th, 2022

12. CAPITAL PROJECTS REPORT

1. A Summary of Capital projects was presented at the meeting, 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 delayed until completion of several road projects involving the contractor on North Caicos.. Interim, land was secured for the erection of the project asphalt plant.

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; according to schedule.
2. Construction of Office Block/ Welcome Center	The project is nearing completion, the duration was extended to the end August - a further extension is likely.
3. Civilian Safety (Boat Slips) Project	Project contracting is completed, a kick-off meet was held with the contractor on August 15 th , 2022.
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	Cabinet approved the awarder of this contract at a meeting on August 3 rd , 2022; contracting can now commence.
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	Cabinet approved the awarder of this contract at a meeting on August 3 rd , 2022; contracting can now commence.
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	The Project is completed

FINANCIAL REPORTS

The financial report for July 2022, include Year to Date (YTD) results were presented by the Financial Controller. The financial highlights for July 2022 were as follows.

1. Income was \$792,174¹ (compared with a budget of \$737,044) and expenditure was \$260,630 (compared with an estimate of \$630,816).
2. Net operating income was \$281,544 (compared with a budget estimate of \$106,229).
3. Total assets and matching Total Liabilities and Equity were \$14,855,664.

The YTD financial highlights for 2022/23 were as follows:

1. Actual income was \$2,797,682², compared with an estimate of \$2924,613: a variance of -4%
2. Actual Expenditure was \$990,827, compared with an estimate of \$2,053,838: a variance of 52%
3. Net operating income of \$806,856 was reported, compared with an estimate of \$870,775: a variance of -7%
4. Total transfer to TCIG was \$1,000,000, in line with the estimate

DATE NEXT MEETING - The next meeting will be held on Providenciales Wednesday, September 28th, 2022.

Delton Jones
Director of Ports
September 2, 2022

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

² YTD income also reflects delayed receipt from the sale of sand