



The TCI Ports Authority Sponsorship Letter 2023/24, 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 # 9-23

INTRODUCTION - The Board of Directors met at the Ports Authority Offices, South Dock, Providenciales on September 27th, 2023.

Directors present at this meeting were: **Appointed Directors:** Tueton Williams (Chairman), Dennis Swann (Deputy Chairman), Crosley Bain Tracy Parker and Shawonda Gardiner **Ex-officio Directors:** Athenee Harvey (PS/Ministry of Finance) Mark McAulay (Acting Director of Public Works), Delton Jones; (Director of Ports); and Paula Myers (Board Secretary).

The following Directors were absent: Althea Been (PS/Ministry of Immigration & Border Services) and Linda Malcolm (Collector of Customs).

A delegation from Provo Stevedoring LTD (Directors Crayton Higgs, Edith Cox; Adviser McAllister Hanchell and General Manager, Fabian Hanchell) and the Financial Controller participated in the meeting by invitation from the Chairman.

SUMMARY OF MEETING OUTCOMES

Meeting with Directors of Provo Stevedoring LTD

Directors facilitated a meeting with a Delegation from Provo Stevedoring LTD (PSL). The meeting focused on the improvements made at the port and the contributions by the company since the transition to new ownership in late 2021. It also acknowledged recent developments at the South Dock and improved relationship with the Management of the Ports Authority. It furthermore articulated the requirement for additional stevedoring services which the redevelopment of South Dock, Provo will engender. Both parties recognized the urgent need for a detailed document to be prepared setting out the needs of the new port to enable all interested parties to put the necessary measures in place to bid for the contract in accordance with the procurement requirements. Directors, via the Chairman, thanked PSL for their presentation; and acknowledged the need to procure long term stevedoring services in a timely manner.

DIRECTOR OF PORTS' OPERATIONS REPORT

The report covered the period August 30th, 2023 to September 25th, 2023

Highlights of the reporting period:

- Planning approval was received to commence landside preparatory works for Phase 1 and 2 of the redevelopment project;
- Designs and EIA for Phase 1 and 2 of the redevelopment project were received;
- The EIA for phase 1 and was published and plans for public consultation (October 3rd) advanced;
- South Dock, Provo clean-up was effectively completed;
- Management briefed the Hon. Minister and his Cabinet colleagues on capital projects;

- A Press release involving Hon. Premier and Hon. Minister was published following arrival of Nova Port Cup in the TCI;
 - Supplementary appropriations for \$8.8 million for redevelopment project was tabled in House of Assembly;
 - The Draft South Caicos/ Cedar Park Master Plan was received in anticipation of community consultation meeting planned for September 27th; and
 - The Model Sail boat building Summer Camp on Grand Turk climaxed on September 9th with a boat race in the pond Salinas.
1. Management presented an update on work plans being implemented to 'clean up' South Dock, Provo; and prepare for operations from a single container yard when the second container yard is closed to be used as the 'lay down' area for the contractor for the redevelopment of South Dock.
 2. It was noted there was a marked decline in stakeholders' complaints about service delivery at South Dock. It was also stated that the preparation of the single container yard is effectively completed; and the security booth which will facilitate operating from a second port gate is nearing completion.
 3. Directors were further advised that available container yard space continues to be challenged by an increase in importation of vehicles; and were advised that discussions have commenced with the Customs Department to address this matter.
 4. Management provided an update on work plans to commence procurement of a longer-term stevedoring service provider. It was noted that this work plan will include: contacts with regional ports, visits to regional ports, consultation with government departments, pre-qualification and final tendering.
 5. Directors received an update on work plans with the Ministry of Immigration and Border Service, including inputs to the Supplementary Appropriations presentation and preparation of several Cabinet Papers, which are still being finalized.
 6. Directors also received updates on work plans involving several government departments; in particular contracts with the DECR and Planning Department to progress Phase 1 and 2 for the redevelopment of South Dock; and the National Delivery Units to prepare for the Priority Projects Open Day (September 28th) where the Redevelopment project was designate as Priority Project # 1.
 7. Management provided an update on efforts to recruit staff to fill positions included in the 2023/24 Budget.
 8. Directors approved the recommendation from the internal recruitment exercise to fill the Dock Master, Grand Turk and Supply Chain Optimization Officer positions. It was noted that several positions are being advertised or re-advertised.
 9. Directors approved for a member of the HR Committee to site on the selection panel for the Harbor Master position.
 10. Directors agreed to submit comments on the revised Staff Policies and Procedures and for this matter to considered at the October Board Meeting.

FINANCIAL REPORTS

The Financial Controller presented the Financial Reports for August 2023. The highlights were as follows:

1. Gross Profit was \$935,950, compared with a budget of \$810,532; reflecting a -13% variance due to delay in commencement of sand sales from the Bellefield Landing Dredging Project.
2. Recurrent expenditure was \$398,508, compared with an estimate of \$572,495; reflecting a 30 % variance, mainly due to savings in personnel emoluments.

3. Net operating income was \$162,024, compared with a budget estimate of \$113,456, reflecting the delay in commencement of sand sales from the Bellefield Landing Dredging Project.
4. Total assets and matching Total Liabilities and Equity were \$16,750,222.
5. Year to Date (end August) results were as follows:
 - Gross profit: \$3,955,053, compared with a budget of \$4,010,977, a variance of -1%
 - Total Expenditure: \$1,768,858, compared with a budget of \$2,755,500, a variance of 30%,
 - Net operating Income: \$836,194; compared with a budget of \$9,439

Directors agreed to submit comments on the revised Financial Procedures and Procurement Manuals, which would be considered a subsequent meeting.

CAPITAL PROJECTS REPORT

Management presented an update on active capital projects, as follows:

1. The evaluation of responses from Request for Quotations to carry out a condition survey, prepare scope of works and bill of quantities for refurbishment of the pier at South Dock, Grand Turk is pending.
2. The South Caicos Port Rehabilitation project is substantively completed.
3. The master plan for Cedar Park, South Caicos was received and the community consultation is planned for September 28th, 2023.
4. The Bellefield Landing Dredging Project is nearing completion and arrangements to sell sand generated by the project are being finalized.
5. The Bellefield Landing Boat Slips (Civilian Safety) project is delayed to resolve design issues.
6. A Request for Quotation to remove sunken vessels from Bellefield Landing turning basin was published and responses will be evaluated shortly; The Invitation to Tender for construction of a Gazebo was published with a closing date of October 12th; while a consultant has been engaged to prepare designs and estimates for the construction of water sports building and two boat ramps.
7. The construction of the new port office building at South Dock, Provo is ongoing; the contract has commenced constructing the third floor.
8. The clean-up of South Dock is effectively completed.
9. A request for Single Source Procurement to engage a contractor to pave a road in the container yard was prepared and is under consideration by Procurement Office.
10. Designs and the EIA for Phase 1 and 2 of the redevelopment were project received.
11. The EIA was published and plans for public consultation (October 3rd) are being advanced.
12. Planning approval was received to commence landside preparatory works (rock cutting, site preparation and construction of project office) for Phase 1 and 2 of the redevelopment project.
13. An introductory meeting with consultant of for the 3 technical assistance consultancies (Technical support for phases 1 and 2 of the redevelopment of south dock, project Consultancy to design south dock fuel discharge mooring and Consultancy services to prepare design and costs for phases 3 and 4) was held on September 5th). The consultant is mobilizing to undertake an inception visit to the TCI later this month). Interim, pre-mobilizing is taking place including virtually meeting with port stakeholders.
14. A Request for Quotations to assist with procurement of a port x-ray container scanner has been published.

DATE OF NEXT MEETING

Directors agreed to meet virtually October 26th, 2023.

Delton Jones
Director of Port
October 1, 2023