



Virgin Islands Port Authority Governing Board Meeting Actions List

May 27, 2015 Board Meeting

VIPA Administrative Building Conference Room

St. Thomas, U.S. Virgin Islands

Chaired by Mr. Roberto Cintron, P.E., Chairman

Board Members

1. Roberto Cintron, P.E. – Chairman
2. Beverly Doty, Tourism Commissioner –Vice Chair (absent)
3. Allison Petrus, St. Thomas Representative - Secretary
4. Gustav James, Public Works Commissioner Designee
5. Jose A. Penn, Acting EDA Board Chairman
6. Manuel Gutierrez Jr., St. Croix Representative
7. Dr. Yvonne Thraen, St. Thomas Representative
8. Acting Attorney General (absent)
9. St. John Representative (vacant)

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Staff Present

- Carlton Dowe, Executive Director
- David W. Mapp, Assistant Executive Director
- Dayna Clendenin, Director of Human Resources
- Donna Frett-Gregory, Chief Financial Officer
- Dale A. Gregory, Director of Engineering
- Denise M. Mills, CPM, Director of Property Management
- Monifa Brathwaite, Public Information Officer
- Julice Harley, Chief of Staff
- Joycelyn Lambertis, Crown Bay Center
- Kelvin Industrious, Marine Manager STT/STJ
- Don C. Mills, Esq., Legal Counsel
- Jose Nazario, Airport Manager
- M. Anna Penn, Accounting Manager
- Nycole Thompson, Esq., Senior Staff Attorney
- Edred Wilkes, Chief Law Enforcement Officer STT/STJ

FINANCE COMMITTEE

Time and Attendance System - ExecuTime

Resolved dispute arising out of VIPA's termination of time and attendance system installation project, under the following terms:

1. Vendor shall re-pay VIPA a total of \$74,526.50 with five monthly payments of \$14,905 with no interest.
2. Returning, at VIPA's expense, all advanced biometrics clocks with POE splitter in original condition; and
3. VIPA and ExecuTime LLC agreeing that they will release all claims they have against each other arising from the dispute, but will reserve and will not release any claims arising from the performance, enforcement or breach of the Settlement Agreement.

Executive Director authorized to purchase a new Time and Attendance system that is compatible with VIPA's accounting system.

Revisions to Collections

Revised VIPA's collections procedures in the Property Management Manual to change:

1. Acceleration of issuance of Notices to Quit from 45-60 days to 30 days, and
2. Acceleration of legal action from 90 to 60 days.

Seslia & Company

Approved two-year contract extension no. 3 between VIPA and Seslia & Company (current financial consultant) not to exceed \$300,000 per year.

PROPERTY COMMITTEE

Topsails, Inc.

Approved transfer of leasehold from Topsails, Inc. to Toptown, Inc., and to approve the request for Toptown, Inc. to sublet space to Topsails, Inc.

Crowley Caribbean Services, LLC

Approved lease of Bays 6 and 7 at CEKA Cargo Building for warehouse and office space for a five-year term with no option to renew at a rate of \$3,871/month.

Requests for Expression of Interest – Estate Betty's Hope, St. Croix

Approve release of the Request for Expressions of Interest for the south shore area of the Rohlsen Airport on St. Croix.

PROJECTS COMMITTEE

JC Security

Approved one-year contract with JC Security Services at the rate of \$14 an hour to provide security services at VIPA's marine ports on St. Thomas and St. John from June 1, 2015 through May 31, 2016.

Revisions to Competitive Bidding Regulations

Revised VIPA's competitive bidding regulations that would allow for a local company, in lieu of a Performance and Payment bond in the full amount of the contract, to adhere to the following levels of security in attempting to obtain a contract from VIPA **where no federal funds are involved:**

(see page 3)]

1. Contracts in excess of \$1 million but less than \$2 million (with a \$2 million cap), the local contractor must post both an Irrevocable Letter of Credit (IRC) from a lending institution licensed and regulated in the USVI, **and** the contract will be subject to withholding 10% to 25% of the contract price until full and satisfactory completion of the contract.
2. For contracts less than \$1 million, the local contractor would have to post either an IRC from a lending institution license and regulated in the USVI, **or** the contract will be subject to withholding from 5% to 15% of the contract price until full and satisfactory completion of the contract.

EXECUTIVE SESSION

No items reported out.