



Virgin Islands Port Authority Governing Board Meeting Actions List

February 17, 2016

Chaired by Roberto Cintron, P.E. – Board Chairman

St. Thomas, US Virgin Islands

Board Members

1. Roberto Cintron, PE, St. Croix Private Citizen – **Chairman**
2. Laurel Hewitt-Sewer, St. John Private Citizen – **Vice Chair**
3. José A. Penn, EDA Chairman – **Secretary**
4. Beverly Nicholson-Doty, Tourism Commissioner (absent)
5. Claude E. Walker, Esq., Attorney General (absent)
6. Gustav James, Public Works Commissioner
7. Dr. Yvonne Thraen, St. Thomas Private Citizen
8. St. Croix Private Citizen (*Vacant*)
9. St. Thomas Private Citizen (*Vacant*)

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. David W. Mapp, Assistant Executive Director
3. Julice Harley, Chief of Staff
4. Ava Penn, Crown Bay District Manager
5. Donna Frett-Gregory, Chief Financial Officer
6. Dayna Clendinen, Director of Human Resources
7. Dale A. Gregory, Director of Engineering
8. Denise M. Mills, Director of Property Management
9. Nycole Thompson, Esq., Legal Counsel
10. Monifa Marrero Brathwaite, Public Information Officer

Finance Committee

New and Revised VIPA Financial Policies

Returned Checks Policy – established procedures for returned checks to be referred to VIPA’s legal dept., and may be referred to VIPD and/or the Dept. of Justice for criminal prosecution.

Corporate Credit Card Management Policy – established a credit card policy for credit cards issued to the VIPA board, the executive director, the CFO and both purchasing supervisors.

Travel & Business Expense Policy – revised the rules of travel & entertainment expenses and reimbursements.

Property Committee

VI Finest Foods, LLC

Approved a second 10-year option for tenant’s existing lease (20-years + one 10-year option) to construct and operate a wholesale food and retail store at Tract E, Parcel 72 Estate Lindbergh Bay, 4A Southside Quarter, St. Thomas.

Property Management Manual Revision

Approved revisions to Section 10.0 of the Property Management Manual – Lease Extension and Amendment to provide procedures for lease renewals.

RFP to Provide Public Taxi Service at Ann E. Abramson Marine Facility, St. Croix	Awarded St. Croix Sunshine Shuttles and Tours Association, Inc. with a concession to provide taxi service at the Ann E. Abramson Marine Facility, St. Croix for three years with two one-year options to renew at \$6,000 per year.
Crown Bay Office Development	Approved the negotiation of a development agreement for an unsubordinated ground lease with FD Stonewater/Bostonia Partners to design, finance, develop and operate a commercial office building on 1 and ½ acres of land in the Crown Bay District, St. Thomas for a term of six months, with a six-month option to renew.
LaRosa Swimwear – Crown Bay Center	Approved a lease between Jose R. Lima Sr. dba LaRosa Swimwear for kiosk space GK-08, Crown Bay Center for eight months beginning Feb. 1, 2016 at the annual rent of \$15,120, with one option to renew for an additional year at same rate.

Projects Committee

Charlotte Amalie Harbor Waterfront Repairs	Awarded contract to Custom Builders in the amount of \$138,950 to repair the Charlotte Amalie Waterfront bulkhead & apron, and to install rubber fenders & cleats already purchased by VIPA. Funded via VIPA FY16 Budget.
Ann E. Abramson Marine Facility Pier Repairs	Approved Task Order No. 14 to CDR Maguire Inc. in the amount of \$78,650 to prepare construction documents to repair the catwalk, bollards and storm release hatches of the pier at the Ann E. Abramson Marine Facility, St. Croix. Funded via VIPA FY16 Budget (Marine Contingency Fund \$3,650).
Ann E. Abramson Marine Facility Lighting System Repairs	Approved Task Order No. 15, Amendment A to CDR Maguire Inc. in the amount of \$62,685 to prepare construction documents for the repair of the lighting system at the Ann E. Abramson Marine Facility, St. Croix. Funded via VIPA's 2014 Bonds.

Personnel Committee

Cap on Salary Hiring for Temporary Employees

Directed that the board must approve the hiring of temporary employees with salaries over \$70,000.

Labor Relations Administrator – Human Resources Department

Approved the hiring of a labor relations administrator under the supervision of the Human Resources Director. The position will be based on St. Croix but operate territory-wide.

Marketing Committee

No actions taken.

Executive Session

1. The Governing Board authorized the Executive Director to respond to Senator Myron Jackson's letter dated February 4, 2016 by informing Senator Jackson that VIPA opposes his proposed legislation to raise the Marine Terminal User Tax.
2. The Governing Board authorized VIPA to table the filing of a civil suit against a former VIPA employee in light of a pending criminal prosecution against the same employee.
3. The Governing Board authorized VIPA to accept the settlement offer of the UIW-SIU to resolve the grievance filed by the UIW-SIU on behalf of George Richards (Grievance No. 020-15X).
4. The Governing Board approved the proposal of the law firm Winston & Strawn LLP to provide legal assistance to VIPA in its case against the United States of America acting through the Department of Homeland Security and United States Customs and Border Protection, (Case No. 1:13-cv-00390-EGB).