



Virgin Islands Port Authority

Governing Board Meeting Actions List

January 28, 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
5. Claude E. Walker, Esq., Attorney General
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

No actions taken.

ELECTION OF GOVERNING BOARD OFFICERS

Election of Board Officers

Chair – Roberto Cintron, PE
Vice Chair – Laurel Hewitt-Sewer
Secretary – José A. Penn

PROPERTY COMMITTEE

Love City Marina, LLC

Voted not to approve this development on VIPA-owned property at Enighed Pond, St. John.

VI Finest Foods, LLC – Request for Lease Extension

Item returned to Property Committee.

PROJECTS & OPERATIONS COMMITTEE

VIPA Board Bylaws Regarding Voting on Items not Passed in Committee

Relaxed rules of bylaws to vote on projects committee items at the board meeting without the items being vetted through the Projects Committee.

Task Order No. 18 – Wilfred “Bomba” Allick Port & Transshipment Center (Container Port) Structural Repairs to Pier

Approved Task Order No. 18 with CDR Maguire, Inc. (VIPA’s marine consultant) in the amount of \$195,950 to prepare design & construction documents to repair the Container Port which was built in the 1970s. Funded via VIPA 2016 budget (Bond Issue).

**Marine Consultant Services Basic Agreement –
CDR Maguire**

One year extension of basic service agreement with CDR Maguire to provide engineering consulting services. No cost is associated with the extension as this contract is task-based.

CEKA Rental Cars Concession Offices

Amended the 2016 VIPA budget to approve the supplemental agreement previously approved between VIPA and URS Caribe, LLP to improve the car rental agencies offices at CEKA in the amount of \$134,642 and increase it to \$237,702. The increase will fund modifications addressed in a meeting held with the car rental companies (baggage claim lighting, additional air conditioning, relocation of the custodian storage area, custodian lounge and expansion of the building to accommodate the changes). The project will be funded via CFC's.

Water Tour Operator Fee

Tabled the implementation of a \$2.50 water tour operator fee.

PERSONNEL COMMITTEE

No actions taken.

MARKETING COMMITTEE

No actions taken.

EXECUTIVE SESSION

- Authorized staff to speak with Automated Solutions Enterprises, Inc. (ASE) to negotiate an outstanding bill, to cease work on a module if work is not necessary, and also directed staff to speak with the VI Government Bureau of Information Technology to better understand the services ASE provides for VIPA.
- Approved the hiring of a Procurement and Contracting Manager.
- Revised personnel rules and regulations to provide that managerial positions be advertised in local newspapers.
- Discussed personnel issues and will take appropriate action.