



# Virgin Islands Port Authority

## Governing Board Meeting Actions List

July 20, 2016

Roberto Cintron, PE - Chair

St. John, US Virgin Islands

### Board Members

1. Roberto Cintron, PE, St. Croix Private Citizen – **Chairman**
2. Laurel Hewitt-Sewer, St. John Private Citizen – **Vice Chair** (absent)
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. St. Croix Private Citizen (*Vacant*)
8. St. Thomas 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. Damali Rogers, Special Asst. to Executive Director
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. Denise George-Counts, Esq., Senior Staff Attorney
11. Ava Penn, Crown Bay District Manager
12. Monifa Marrero Brathwaite, Public Information Officer

## Poll Vote Ratification

### Varlack Ventures

- Relaxed the By-Law requirement to ratify the poll vote concerning Varlack Venture's addition of a barge service between St. Thomas and St. John.
- Postponed the Varlack Ventures poll vote and convene a Committee of the Whole meeting within two weeks to deal with:

--existing schedules

--existing schedule allotments

--receive a report from the executive body on the state of affairs of the barge operation

--receive a report of when barges are and have been out of service

--receive a complete synopsis of what the current situation is (i.e. Mister B being out of operations since January 22nd etc.)

***(continued next page)***

--for staff to determine what license requirement is needed to provide barge service

--and, the Authority's take or recommendation on the operations as it relates to the barges.

#### Finance Committee

No actions taken.

#### Property Committee

No actions taken.

#### Projects & Operations Committee

##### **CEKA Baggage Claim Renovations – Phase II**

Awarded contract to AT Construction Solutions, LLC in the amount of \$1,214,944 to renovate the CEKA baggage claim area and rental car offices, installation of new air handling units and construction of a custodian storage and break area. Funding: VIPA funds \$300K; Concession Facility Charge \$914,944.

##### **HERA Apron Rehabilitation – Phase II Task Authorization 6.1 Amendment 1**

Approved Task Authorization 6.1 Amendment 1 from general aviation consultant American Infrastructure Development to extend construction administration and resident project administration by AID not to exceed \$93,080 due to the contractor's delay in completing the project.

Funding: Project's budget (liquidated damages)

**Passenger Facility Charge Planning Support for HERA**

Approved Task Order No. 9 American Infrastructure Development in the amount of \$59,882 for prep of Passenger Facility Charge package for HERA Terminal upgrades. Funded by VIPA budget, but VIPA will be reimbursed by PFC funds.

**HERA Photovoltaic System**

Authorized staff to enter into negotiations with Foresight & CEO to construct a three-megawatt, ground mounted, fix tilt photovoltaic system to meet 100% of the energy needs at HERA.

**Proposed Governing Board By-law Change**

Eliminated Article 19 Section 9 of the VIPA By-laws, which stated only matters heard in committee meetings could be heard by the board, in order to facilitate board business.

**Personnel Committee**

**Personnel Rules and Regulations – Proposed Changes**

Approved amendments to VIPA’s Personnel Rules and Regulations which include: updating the titles of the HR Director and CFO throughout the document; revised procedures to document and discipline employees; revisions to the agency’s Compensatory Leave policy, and the Family Medical Leave Act eligibility and procedures.

**Electronic Control Weapons Policy and Procedures**

Approved VIPA’s Electronic Control Weapons Policy and Procedures for the VIPA Police Department sworn police officers training and use of TASER Electronic Control Weapon (ECW).

**Marketing Committee**

No meeting held.

### Executive Session

1. Authorized VIPA to pay wharfage fees to WICO.
2. Authorized the collection of the delivery service vehicle fee in the St. Thomas-St. John District, effective October 1, 2016. Collection of the fee on St. Croix is relaxed until October 1, 2016.
3. Authorized the negotiation of the lease with the option to purchase Parcel No. 36 Estate Nisky No. 6 Southside Quarter, St. Thomas VI to the VI Water & Power Authority, after VIPA finalizes the purchase of the property from Old Telegraph and Wireless Inc.