



Virgin Islands Port Authority Governing Board Meeting Actions List

March 30, 2016

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

St. Croix, 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*)

VIPA Staff Present

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

Board Staff

1. Tonya Pickering, Internal Auditor (absent)

Finance Committee

Property Insurance Renewals

- Approved increasing risk management property insurance to \$60 million effective April 1, 2016 not to exceed a cost of \$1,965,000, and terrorism coverage of \$100 million not to exceed the cost of \$18,325.33 for a total cost not to exceed \$1,983,325.33.
- Authorized staff to determine if to make payments or make a one-time payment.

Automated Solution Enterprises: Customized Lease Management Module

Approved confirming order to hire Automated Solution Enterprises to develop a property management lease management module for the VIPA SAP system. Contract will be \$59,446, including \$5,373 for travel expenses.

Automated Solution Enterprises: Budget Module

Approved confirming order to hire Automated Solution Enterprises \$116,925.25 to develop the budget module for the VIPA SAP System.

Property Committee

US Virgin Islands Department of Tourism – VIP Room, CEKA Baggage Claim

Approved staff recommendation to grant a four-year lease of 272 s/f of unfinished space in mainland baggage area at CEKA to use as a VIP Room. Rent will be waived for years one through three in return for a \$40,000 investment to develop the space. The rent for year four shall be \$13,600.

Projects & Operations Committee

Task Order No. 6 Amendment B CDR Maguire, Inc. – Gallows Bay Marine Terminal CZM Permit Application

Authorized Task Order No. 6 Amendment B between VIPA and CDR Maguire, Inc. in the amount of \$74,510 to prepare the documents to apply for a CZM Permit for the Gallows Bay Marine Terminal project. Funding source: 2014 Bond Financing

Task Order No. 6 – AID, Inc., HERA Apron Rehab Phase 2 Project

Authorized Task Order No. 6 between VIPA and American Infrastructure Development, Inc. to provide additional construction administration and resident project representative services not to exceed \$261,595.69 for Phase 2 of the HERA Apron Rehabilitation Project. Funding source: Project's liquidated damages - between \$200K-\$276K if project extends to 30 April 2016.

Task Order No. 17 CDR Maguire, Inc. – Mooring & Berthing Study, Containerport

Authorized Task Order No. 17 between VIPA and CDR Maguire, Inc. in the amount of \$47,845 to perform a mooring and berthing study at the Wilfred "Bomba" Allick Transshipment Center, St. Croix. Funding Source: 2014 Bond Financing

Crown Bay East Gregory Channel Dredging Cost Overrun

Approved a payment in the amount of \$2,358,745 to be paid to the project contractors to address unforeseen conditions encountered while dredging the Crown Bay East Gregory Channel. Project cost increased from \$3.5 million to \$5,858,745.

Executive Session

No actions taken.