



Virgin Islands Port Authority Governing Board Meeting Actions List

April 19, 2017

Chaired by Laurel Hewitt-Sewer, Board Chairperson
St. Thomas, US Virgin Islands

Board Members

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

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Staff Present

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

FINANCE COMMITTEE

Poll Vote Ratification – Property Insurance Renewal

Ratified poll vote taken on April 1, 2017 regarding the renewal of VIPA’s property insurance.

Termination of Lease Agreement with American Paradise Global, LLC dba St. Thomas Dialysis Center at Crown Bay Center

Board accepted staff’s recommendation to terminate the current lease agreement with American Paradise Global, LLC. dba St. Thomas Dialysis Center located at space B2-03 Crown Bay Center, and reaffirmed the board’s directive to obtain from the court a writ of restitution to effectuate the eviction.

Revisions to VIPA’s Travel Policy

Approved revisions to sections 2.0 and 3.0, and added a provision regarding the purchasing of trip insurance for governing board members to VIPA’s Travel Policy.

PROPERTY COMMITTEE

No actions taken.

PROJECTS & OPERATIONS COMMITTEE

Specific Allocation of Crown Bay Channel Dredging Bond A Monies

Authorized the specific allocation of a portion of the remaining balance of Crown Bay Dredging Bond A monies for the payment of outstanding and future invoices for the approved task orders for CDR Maguire – not to exceed \$65,000.

**Corrective Action Proposals for the
East Gregerie Channel Dredging, Crown Bay**

1. Awarded a contract to **Arc Surveying and Mapping, Inc.** not to exceed \$60,000 for hydrographic depth soundings.
2. Awarded a contract to **Bio Impact, Inc.** not to exceed \$25,000 for environmental monitoring and sampling during the dredging of the high spot in the East Gregerie Channel.
3. Awarded a contract to **Paris Dump Truck Services, LLC** not to exceed \$7,500 for the preparation of the dredged spoils lay-down area and transportation of dredged material from the pier to the disposal site.
4. Awarded a contract to **Pro Mar Services, Inc.** in the lump sum amount of \$142,782 to remove a high spot in the middle of the East Gregerie Channel in Crown Bay and dredge to a controlled depth of -10 meters (-32.8')

Total combined amount is \$235,282, which is less than the \$250,000 limit approved by the board at its March 22, 2017 meeting. Funded by VIPA operating revenues.

**Gordon A. Finch Molasses Pier Upland and
Marine Improvements**

Approved Addendum 1 to the professional services agreement between VIPA and Atkins North America, Inc. in the amount of \$360,924 to provide construction administrative services for the Gordon A. Finch Molasses Pier upland and marine improvements.

Funding source:
\$288,739.20 TIGER Grant; \$72,184.80 VIPA.

**Procurement of New Pilot Vessel for
St. Thomas – Change Order No. 1**

Authorized the manufacturer to change the engine of the vessel from propeller to jet drives which are safer for the pilots that use the vessel. The change will cost \$87,723, and will also extend the contract by 90 days.

PERSONNEL COMMITTEE

Proposed Time and Attendance Policy

Approved the amendment to the VIPA Rules and Regulations to include the Time and Attendance Policy.

Compensatory Leave

Approved the amendments to VIPA's compensatory time policy as presented by staff – specifically Section 2:21, proposed subsection (J), and former subsection (C) Compensatory Time.

EXECUTIVE SESSION

Meeting recessed until **Friday, April 21 at 10 a.m.** at which time the executive session convened and the following actions were taken:

1. Agreed to make an offer to the West Indian Company Ltd. concerning the Port Dues.
2. Accepted the recommendation of the Executive Director concerning cost reduction measures and personnel reorganization.
3. Directed the Executive Director to present a plan relative to the cost reduction measures by the next Board Meeting.