



# VIRGIN ISLANDS PORT AUTHORITY GOVERNING BOARD MEETING ACTIONS LIST

June 26, 2019

CHAired BY LEONA E. SMITH, CHAIRWOMAN

VIPA Conference Room - HERA Terminal, St. Croix, US Virgin Islands

## Board Members

1. Leona E. Smith, St. John Private Citizen - **CHAIR**
2. Nelson Petty Jr., P.E., Public Works Commissioner – **VICE CHAIR**
3. Marvin Forbes, St. Croix Private Citizen - **SECRETARY**
4. Joseph Boschulte, Tourism Commissioner (**absent**)
5. Denise George, Esq., Attorney General
6. Kevin Rodriguez, USVIEDA Chairman
7. Lee Steiner, St. Thomas Private Citizen
8. Dr. Yvonne E. L. Thraen, St. Thomas Private Citizen
9. St. Croix Private Citizen (**vacant**)

## VIPA Staff Present

1. Damian Cartwright, Acting Exec. Director/Dir. of Engineering
2. Anna Mauricia Penn, Chief Financial Officer
3. Catherine Hendry, Esq., Legal Counsel
4. Mervyn Constantine, Marine Manager STX
5. Julice Holder, Chief of Staff
6. Monifa Marrero-Brathwaite, Public Information Officer
7. Diane Richardson, Human Resources Director
8. Carol Stevens-Martinez, Executive Secretary
9. Deborah Washington, Property Manager

## Board Staff

1. Tonya Pickering, Internal Auditor (**absent**)

## **FINANCE COMMITTEE**

### **Re-Order Board Meeting Agenda**

Re-ordered agenda to address Personnel Committee items first and other action items.

### **Environmental Liability Coverage**

Authorized the expenditure of \$154,189 for staff to obtain insurance coverage limits up to \$5 million per incident for the environmental insurance policy, effective June 30, 2019, and authorized staff to determine whether to pay the cost in installments or in one lump sum.

### **Crime and Public Officials Liability Coverage**

Authorized the expenditure of \$13,314 for staff to maintain insurance coverage limits up to \$5 million per incident for its crime insurance policy and authorized the securing of public officials' coverage of \$3 million per claim at a rate of \$70,897 (total cost: \$84,211). Staff to determine whether to pay the cost in installments or in one lump sum.

## **PROPERTY COMMITTEE**

### **Crown Bay Center Tenants' Request for Temporary Waiver of Rents**

Approved staff's recommendation to temporarily extend the rent payment due date for Crown Bay Center's tenants in good standing from five to 15 days, and for the waiver of late charges and interest if at least 50% of their rent is paid by the 15<sup>th</sup> of the month. The remaining balance is due by the end of each month during that period. The waiver is for a five-month period, from June – October 2019. All rents from June-Oct. 2019 must be current on or before Oct. 31, 2019.

**Penn Hotel Lindbergh Bay Holdings LLC –  
Lindbergh Bay, St. Thomas**

Discussed in executive session.

**Eagle Aviation LLC - HERA**

Discussed in executive session.

**Camgelo LLC dba Sloppy Donkey –  
Crown Bay Center**

Approved a new lease for Sloppy Donkey for 220 s/f of space in Building G, GS-07 at Crown Bay Center to operate a mini bar/restaurant. The term is for two years beginning Jun. 01, 2019 with a two-year option @ \$15,876 per annum with a 5% or CPI increase on the third year.

**News and Gift Shop International  
St. Thomas LLC – CEKA Terminal**

Authorized the Acting Exec. Director to grant an additional three-year, non-exclusive option period to NGSI's current lease agreement for concession space in the CEKA Terminal. The lease expiration date is extended from Aug. 31, 2020 to Aug. 31, 2023.

**Greenleaf VI II, Inc. – HERA International  
Building**

Approved a lease renewal for 5,848.61 s/f of office space at the HERA International Building to conduct business management, consulting and financial management services at a rental rate of \$26,482.50 per year with a 5% or CPI increase on the third year. The term will be three years with a three-year option at VIPA's discretion due to the pending terminal renovations. Tenant's leasehold is also decreased by 1,812 s/f due to unused space.

**PROJECTS & OPERATIONS**

**Inter-Caribbean Multi-Service, Corp. –  
UVF Marine Terminal**

Approved a \$140,270 contract with Inter-Caribbean Multi-Service, Corp to provide and install parking equipment for the Red Hook Parking Garage.

**Inter-Caribbean Multi-Service, Corp. –  
CEKA Parking Lot**

Approved a \$143,745 contract with Inter-Caribbean Multi-Service Corp. to provide and install parking equipment for the Cyril E. King Airport.

**Contract Extension: American  
Infrastructure Development, HERA**

Approved a one-year extension of VIPA's contract with American Infrastructure Development to provide aviation engineering consulting services from Aug. 1, 2019 – Jul. 31, 2020. This service is a requirement of the FAA.

**Kline Building Demolition, Crown Bay –  
Contract Award**

Awarded \$247,489.20 contract to Cross Island Builders LLC to demolish and legally dispose of the dilapidated Kline Building in Crown Bay, St. Thomas that was destroyed in 2017 hurricanes. Funding source: Insurance proceeds.

**Lemartec Self-Perform Task Order Bundle  
#87, 126, 43, 85, 91, 92, 61, 54, 121, 162,  
171, 45 & 89**

Approved 10 bundled task orders from Lemartec – eight of which are inclusive of all labor and materials necessary - to self-perform the required scope of services to restore the assets from hurricane damage. The other two task orders are material procurements only. This reduces the total cost to VIPA to \$3,224,610 – a savings of \$161,761.

**CEKA Runway Restriping Project –  
Contract Award**

Awarded a \$1,293,619.44 contract to Hi-Lite to perform the restriping of the Cyril E. King Airport's airfield.

**PERSONNEL COMMITTEE**

**Relocation Initiative**

Approved amendments to VIPA's Relocation Initiative Policy as follows:

- Reimbursements from \$1,000 - \$3,000 = One-year commitment from date of hire unless separated for reasons beyond the employee's control and acceptable to VIPA.
- Reimbursements from \$3,001 – \$6,000 = Two-year commitment from date of hire unless separated for reasons beyond the employee's control and acceptable to VIPA.
- The package will cover the travel costs to relocate the employee, including transportation of household goods, personal effects and housing costs – based on receipts submitted and applicable only to the employee.
- The employee shall reimburse VIPA for all relocation costs on a pro-rated basis if the agreement is breached.

## **EXECUTIVE SESSION**

- Took action regarding the hiring of a new executive director.
- Took action regarding VIPA's Donated Leave Program.
- Took action regarding a personnel matter.
- Invited a tenant to the Board's July 2019 Property Committee Meeting.
- Approved staff's request for a temporary waiver of the Minimum Standard Requirements at HERA pertaining to fueling.
- Authorized the hiring of Hawkins, Deerfield and Wood LLP to render legal advice as bond counsel.