



# VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST \*Special Meeting\*

March 31, 2020

CHAired BY Ms. LEONA SMITH, BOARD CHAIR  
Conducted via Tele Conference and Video Conference

## Board Members

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

## Board Staff

1. Tonya Pickering, Internal Auditor (absent)

## VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Damian Cartwright, Asst. Exec. Dir./Dir. of Engineering
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Catherine Hendry, Esq., General Counsel
6. Matthew Berry, Marine Manager STT/STJ
7. Mariath Hodge, Executive Assistant
8. Julice Holder, Chief of Staff
9. Vincent Frazer, Esq., Senior Staff Attorney
10. Monifa Marrero-Brathwaite, Public Information Officer
11. Deborah Washington, Property Manager

## BOARD ACTIONS

### Waiver of VIPA's Board By-laws

Waived by-laws for the VIPA Board of Governors' regular meetings to conduct the meeting via video conferencing in keeping with social distancing requirements due to the coronavirus pandemic

## FINANCE COMMITTEE

### Property and Terrorism Insurance Renewal

Approved the renewal of VIPA's property insurance with limits up to \$60M at a pricing level not to exceed \$5,296,932. The board also approved terrorism coverage of up to \$1M at a cost of \$7,300 and authorized the staff to pay the costs in quarterly payments. The total premium cost of \$5,304,232 will be funded via VIPA's operating budget for fiscal years 2020 and 2021.

## PROPERTY COMMITTEE

### Temporary Fee Waivers and Discretion Deferments re: COVID-19

Authorized the Executive Director to temporarily grant the waiver of late charges and other financial fees for its tenants in consideration of economic hardships caused by the coronavirus pandemic. The board also authorized the Executive Director to temporarily grant deferment of rental payments at his discretion.

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**PROJECTS AND OPERATIONS COMMITTEE**

**E. W. Blyden Marine Terminal Repairs Bid Award – TMZ General Maintenance and Construction**

Awarded a contract to TMZ General Maintenance and Construction not to exceed \$94,305.75 for repairs and improvements to the Edward W. Blyden IV Marine Terminal on St. Thomas. Funded via VIPA's FY 2020 Capital Projects Budget.

**No executive session was held.**