



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

July 22, 2020

CHAired BY Ms. Leona Smith, Board Chair

VIPA Administrative Building Conference Room, St. Thomas & Zoom Meetings

Board Members

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

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Damian Cartwright, Asst. Exec. Director/Director of Engineering
3. Anise Hodge, Deputy Executive Director
4. Catherine Hendry, Esq., General Counsel
5. Anna M. Penn, Chief Financial Officer
6. Matthew Berry, Marine Manager STT/STJ
7. Humphrey Caswell, Budget Analyst
8. Kate Davis, Procurement and Contracting Manager
9. Mariath Hodge, Executive Assistant
10. Julice Holder, Chief of Staff
11. Juliana Hull, Controller
12. Vincent Frazer, Esq., Senior Staff Attorney
13. Monifa Marrero-Brathwaite, Public Information Officer
14. Diane Richardson, Director of Human Resources
15. Jerome Sheridan, Territorial Airport Manager

FINANCE COMMITTEE

Fiscal Year 2021 Capital and Operating Budget

Approved the Virgin Islands Port Authority's Fiscal Year 2021 Capital and Operating Budget.

Cash Handling Policy and Procedures

Adopted the Cash Handling Policies and Procedures for VIPA's parking lot and barge ramp attendants at the Cyril E. King Airport, the Henry E. Rohlsen Airport, the Urman V. Fredericks Marine Terminal, and the Theovald E. Moorehead Dock and Terminal.

VIPA Self-Insurance Program

Authorized the Executive Director to seek legislative authority to amend Title 29 Virgin Islands Code Section 543 to add power to establish an internal self-insurance program/captive insurance to cover certain risks of VIPA as a measure to reduce premium costs.

Board Resolution: U.S. Department of Housing and Urban Development Community Development Block Disaster Recovery Grant of 2017 – DR Sub Recipient Agreement

Approved Resolution No. 003-2020 which authorizes the Executive Director to executive Subrecipient Agreement No. SA-DR(PA)-007-2019 Community Development Block Grant with the VI Department of Housing Finance Authority on behalf of the V.I. Port Authority. The funds will be used to execute projects in the approved Action Plan under the Ports and Airports Enhancement Program of the grant.

PROPERTY COMMITTEE

Department of Planning and Natural Resources and VIPA Agreement

Authorized the Executive Director to enter a settlement agreement with the Department of Planning and Natural Resources (DPNR) to resolve the outstanding debt between VIPA and DPNR. VIPA is offering to transfer the old WAPA building located in Subbase, St. Thomas to DPNR. In exchange, DPNR will consider the outstanding CZM submerged land fees owed by VIPA to DPNR as paid in full through September 30, 2020. This transfer will satisfy a longstanding debt of submerged land fees owed by VIPA to DPNR since 2012, and rental fees owed by DPNR to VIPA since 2017.

Tropical Bliss Spa and Beauty Bar, Crown Bay Center

Approved the tenant's request to relocate its leased premises to operate a spa in Building C Unit 06. The tenant will lease 1,275.10 sq. ft. in Building A Unit 09-10 at Crown Bay Center at a monthly rate of \$2,868.97 and CAM charges of \$796.96 per month. The relocation is to accommodate the addition of a restroom in the leased space. The term will be for five years beginning Nov. 1, 2020 with an option to renew for three years.

PROJECTS AND OPERATIONS COMMITTEE

Fuel Card Policy

Approved a fuel card policy for VIPA employees to provide requirements for accountability and compliance relative to the procurement of services under the fuel card program.

Bid Award – Emergency Roadside Cleaning and Debris Removal

Awarded a one-year contract to Vivot Equipment Cooperation and SSVI Expert, LLC for emergency roadside clearing and debris removal services.

Vivot (St. Croix) - \$490 per hour
SSVI (St. Thomas/St. John) - \$385 per hour

Lemartec Task Order #188 - Tropical Shipping Building Repairs

Approved Task Order #188 in the amount of \$152,778 for Lemartec, Inc. to furnish all labor, material, and equipment to repair the Tropical Shipping Building at the Crown Bay Cargo Port on St. Thomas. Funded via insurance proceeds.

PERSONNEL COMMITTEE

No actions taken.

EXECUTIVE SESSION

No executive session held.