



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

August 19, 2020

CHAIRIED BY MS. LEONA SMITH, BOARD CHAIR

VIPA Crown Bay Center Conference Room, St. Thomas & Zoom Meetings

Board Members

1. Leona E. Smith, St. John Private Citizen - **CHAIR**
2. Nelson Petty Jr., P.E., DPW Commissioner - **VICE CHAIR (absent)**
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
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. Catherine Hendry, Esq., General Counsel
4. Anna M. Penn, Chief Financial Officer
5. Matthew Berry, Marine Manager STT/STJ
6. Mervyn Constantine, Marine Manager STX
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. Diane Richardson, Director of Human Resources
12. Jerome Sheridan, Territorial Airport Manager
13. Deborah Washington, Property Manager

FINANCE COMMITTEE

Line of Credit

Authorized the Executive Director to establish a line of credit on behalf of VIPA in the amount of \$7 million with Banco Popular de Puerto Rico to help offset extraordinary financial losses experienced due to the COVID-19 pandemic.

PROPERTY COMMITTEE

Consideration of Abatements due to COVID-19 Pandemic

- Authorized the Executive Director to grant rental abatements to tenants at the Austin "Babe" Monsanto Marine Terminal Crown Bay Center whose income rely solely on cruise ship activities from April 2020 until cruise ships resume calls to the U.S. Virgin Islands.
- The abatement also applies to businesses that are directly impacted by the shutdown of the borders of the British Virgin Islands due to the COVID-19 pandemic.
- The eligible tenants will receive the abatement but must be in good standing with the Authority prior to April 2020.

PROJECTS AND OPERATIONS COMMITTEE

Lemartec Task Order #112 – Change Order #4 (Purchasing Building Sewer Line)

Approved Change Order #4 to Task Order #112 in the amount of \$126,076.91 to adjust the project scope to install a new, permanent sewer line at the construction site of the new VIPA Purchasing Building on St. Thomas. Funding source: Insurance proceeds.

**Dredging of the Ro/Ro Berth Area at the
Gordon A. Finch Molasses Pier**

Awarded a bid to Vivot Equipment Corporation in the amount of \$1,050,640 to dredge the Gordon A. Finch Molasses Pier's roll on/roll off berth area. This will create berths to moor two vessels simultaneously. Funding source: VIPA FY21 Operating Revenues, VIPA Insurance Proceeds and U.S. MARAD Grant.

**Cleaning of CEKA General Aviation Gut and
Bank**

Awarded a bid to SSVI Expert LLC in the amount of \$524,337 to clean the General Aviation area gut and bank at the Cyril E. King Airport. Funded via FY 2020 Cares Act Grant.

PERSONNEL COMMITTEE

**Update to VIPA's Personnel Rules and
Regulations - FMLA Policy**

Authorized an update of the VIPA Personnel Rule and Regulations, Section 2.29 - Family Medical Leave Act, to provide a precise and uniform method for employees to follow as it pertains to the method of calculating the employee's 12-week entitlement period when notifying an employee that he/she is eligible for leave under the FMLA.

Temporary Health Screeners

Authorized the hiring of 35 temporary health screeners (18 for CEKA and 17 for HERA – four of these individuals will serve as supervisors). These positions will only be filled if the VI National Guard ends their activation at the Territory's airports to assist with health screening. The salaries for these positions will be funded via the USVI Department of Health's CARES Act Grant.

EXECUTIVE SESSION

No executive session was held.