



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

March 19, 2020

CHAired BY Ms. Leona Smith, Board Chair

Crown Bay Center Conference Room, St. Thomas U.S. Virgin Islands
Also 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** - [phone](#)
3. Joseph Boschulte, Tourism Commissioner - [phone](#)
4. Denise George, Esq., Attorney General - [phone](#)
5. Kevin Rodriguez, USVIEDA Chairman - [phone](#)
6. Lee Steiner, St. Thomas Private Citizen - [phone](#)
7. St. Thomas Private Citizen (**vacant**)
8. St. Croix Private Citizen (**vacant**)
9. St. Croix Private Citizen (**vacant**)

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Damian Cartwright, Asst. Exec. Dir./Dir. of Engineering - [video](#)
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Catherine Hendry, Esq., General Counsel
6. Mariath Hodge, Executive Assistant
7. Vincent Frazer, Esq., Senior Staff Attorney
8. Monifa Marrero-Braithwaite, Public Information Officer
9. Diane Richardson, Human Resources Director

Board Staff

1. Tonya Pickering, Internal Auditor - **absent**

BOARD ACTIONS

Waiver of VIPA's Board By-laws

Waived by-laws for the VIPA Board of Governors' regular meetings to allow VIPA staff, the press and the government liaison to attend the board meeting via telephone and video conference.

Modification of the Agenda

Amended the meeting's agenda to address the action items on the agenda.

PROJECTS AND OPERATIONS COMMITTEE

Lemartec Task Order #17232-166

Approved Task Order #166 in the amount of \$15,869,589 for the construction of a new 42,000 sq. ft. marine cargo facility at the Wilfred "Bomba" Allick Port and Transshipment Center also known as the Containerport on St. Croix. (The previous facility was destroyed during the 2017 hurricanes). Funding source: Insurance Proceeds.

CEKA Commuter Restrooms

Approved a contract for L.E.B.G. LLC to refurbish the CEKA Terminal commuter and foreign arrival restrooms at Gates 9 – 10 and bring the restrooms up to ADA compliance. The project costs \$260,000 to be funded via VIPA's insurance proceeds. The project should take six months to complete.

PERSONNEL COMMITTEE

VIPA Tele-Commuting Policy

Authorized the Executive Director To implement a tele-commuting policy to address the concerns of covid19. It allows eligible employees to work from home or provide flexible work options to be coordinated with the employee's supervisor. This policy will be adopted permanently. The authorization was granted with the condition that all board members receive a copy of the policy before it is implemented.

No executive session was held.