



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

April 21, 2021

CHAired BY Ms. Leona E. Smith, Board Chair

VIPA Administrative Building & HERA Conference Room via Video Conference

Board Members

1. Leona E. Smith, St. John Private Citizen - **CHAIR**
2. Kevin Rodriquez, USVIEDA Chairman – **VICE CHAIR**
3. Willard John, St. Croix Private Citizen - **SECRETARY**
4. Joseph Boschulte, Tourism Commissioner - **absent**
5. Derek Gabriel, Acting Public Works Commissioner - **absent**
6. Denise George, Esq., Attorney General
7. Lionel S. Jacobs, St. Croix Private Citizen
8. Celestino A. White Sr., St. Thomas Private Citizen
9. St. Thomas Private Citizen – Vacant Position

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Damian Cartwright, Asst. Executive Director/Dir. of Engineering
3. Catherine Hendry, Esq., Legal Counsel
4. Anise Hodge, Deputy Executive Director
5. Anna M. Penn, Chief Financial Officer
6. Captain Matthew Berry, Marine Manager STT/STJ
7. Dale Gregory, Assistant Director of Engineering
8. Mariath Hodge, Executive Assistant
9. Julice Holder, Chief of Staff
10. Vincent Frazer, Esq., Senior Staff Attorney
11. Tisha Lake, Controller
12. Monifa Marrero Brathwaite, Public Information Officer
13. Everton Rush, IT Manager
14. Diane Richardson, Director of Human Resources
15. Jerome Sheridan, Territorial Airport Manager
16. Deborah Washington, Property Manager

POLL VOTE RATIFICATION

Ratification of Poll Vote Issued 29 Mar 2021 – Property and Terrorism Insurance Renewals

Authorized the Executive Director to renew the coverage for VIPA's Property and Terrorism Insurance and approve the payment of the policy for the period of April 1, 2021 to April 1, 2022, in quarterly installments beginning April 1, 2021 for said coverage. The total amount for renewal of the polices is \$5,568,020.

Ratification of Poll Vote Issued 7 Apr 2021 – Sustainable Capital Advisors LLC

Authorized the Executive Director to enter into a six-month agreement with Sustainable Capital Advisors LLC. VIPA can extend SCA services for two additional six-month periods in an amount not to exceed \$100,000, including expenses for SCA to provide financial consulting services.

FINANCE COMMITTEE

No actions taken.

PROPERTY COMMITTEE

O'Neale's Trucking and Trailer Transport, Inc.

- Approved a new lease for the continued use of 47,830.42 sq. ft. of land and 2,709.38 sq. ft. of office space located on a portion of Plot 8 Estate Hope, Queen Quarter at the Wilfred "Bomba" Allick Port and Transshipment Center (Containerport), St. Croix. The new lease is for a term of five years with a five-year option to renew. Rent for the land will be \$1,395.05 per month and \$3,386.73 per month for the office space with a CPI or 5% increase on the third anniversary of the lease.

O’Neale’s Trucking and Trailer Transport, Inc. (...continued)

- The tenant’s request to sublet a portion of its office space to Crowley Caribbean Services LLC was approved. The tenant shall pay VIPA 20% of the total amount it charges its sublessee per its sublet agreement, a total of \$487.50 per month.

Virgin Islands Regulated Waste Management, Inc. (VIRWM)

Approved a lease for 43,065.66 sq. ft. of land and 428.16 sq. ft. of office space located on a portion of Plot 8 Estate Hope, Queen Quarter at the Wilfred “Bomba” Allick Port and Transshipment Center (the Containerport), St. Croix. The leased premises will be used for office operations and pollution control services, garbage collection, waste transportation, staging of operations equipment and used oil storage. Rent for the land will be \$1,256.08 per month and \$535.20 per month for the office space with a CPI or 5% increase on the third anniversary of the lease.

PROJECTS & OPERATIONS COMMITTEE

No actions taken.

PERSONNEL COMMITTEE

Update to VIPA’s Personnel Rules and Regulations – Progressive Discipline

Authorized the Executive Director to update the language in the Personnel Rules and Regulations Section 2.15 – and add subsection (B) to the section entitled Progressive Discipline. This subsection will provide guidance on how to address employees who may have been arrested for offenses committed while on duty and for offenses committed while off duty.

EXECUTIVE SESSION

No actions taken.