



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Key West Bight Management District Board

Wednesday, August 9, 2017

5:00 PM

City Hall

ADA Assistance: It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number 1-800-955-8771 or for voice 1-800-955-8770 or the ADA Coordinator at 305-809-3811 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

ALL VISUAL PRESENTATIONS FOR AGENDA ITEMS MUST BE RECEIVED (24) TWENTY-FOUR HOURS PRIOR TO THE MEETING.

Call Meeting To Order - 5:01 P.M.

Roll Call

Present 7 - Mr. Ashby, Mr. Bowman, Mr. Hughes, Langley, Ms. Ovide, Mr. Henson, and Chairman Knowles

Pledge of Allegiance to the Flag

Approval of Agenda - The Agenda was approved as changed, providing the Presentation by ADEPT of their Quarterly Report after the Tenant's Association Report, unanimously.

Approval of Minutes

1 July 12, 2017 (Regular)

Attachments: [Minutes](#)

A motion was made by Mr. Bowman, seconded by Vice Chair Henson, that the Minutes be Approved. The motion passed by a unanimous vote.

Key West Bight Tenant's Association Report

Received and Filed - Board members asked questions to the Manager regarding the docks month-to-month lease with Schooner Wharf.

Presentations - ADEPT Quarterly Report

Received and Filed

Action Items

- 2 Approving a five (5) year Lease Renewal for Conch Tees and Souvenirs, Inc. d/b/a Bumble Bee Silver Company located at 201 William Street, Suite 110.

Attachments: [Executive Summary](#)
 [Lease Renewal](#)
 [Personal Guaranty](#)

A motion was made by Vice Chair Henson, seconded by Mr. Hughes, that the 5-year lease renewal requested be Passed. The motion carried by the following vote:

Yes: 7 - Mr. Ashby, Mr. Bowman, Mr. Hughes, Mr. Langley, Ms. Ovide, Vice Chair Henson, and Chairman Knowles

- 3 Approving Seawall Assessment and Permitting Task Order to Tetra Tech, Inc. for Conch Republic Seawall in the amount not to exceed \$127,539.00.

Attachments: [Executive Summary](#)
 [Assessment Proposal](#)
 [Resolution 14-359 Contract](#)

A motion was made by Mr. Hughes, seconded by Ms. Ovide, that the Task Order to Tetra Teck be Passed. The motion carried by the following vote:

Yes: 7 - Mr. Ashby, Mr. Bowman, Mr. Hughes, Mr. Langley, Ms. Ovide, Vice Chair Henson, and Chairman Knowles

- 4 Approving Task Order for FY18 ongoing Marketing Services to Adept Strategy & Public Relations for Marketing Services in an amount of \$150,000.00.

Attachments: [Executive Summary](#)
 [FY 2018 Proposal](#)
 [Resolution 15-371](#)
 [Resolution 16-326](#)
 [Resolution 16-375](#)

Ms. Ovide recommended staff contact high profile tenants regarding tying into their webcams to keep costs down.

A motion was made by Vice Chair Henson, seconded by Mr. Hughes, approving Task Order for FY 18 ongoing Marketing Services to ADEPT be Passed. The motion carried by the following vote:

Yes: 7 - Mr. Ashby, Mr. Bowman, Mr. Hughes, Mr. Langley, Ms. Ovide, Vice Chair Henson, and Chairman Knowles

- 5 Approval of the Key West Bight (KWB) Excess Funds Policy.

Attachments: [Excess Funds Policy KWB](#)
 [Copy of KWB Financial Planning Model - FINAL](#)

A motion was made by Mr. Bowman, seconded by Mr. Hughes, that the Item be Passed as presented. The motion carried by the following vote:

No: 2 - Mr. Langley, and Vice Chair Henson

Yes: 5 - Mr. Ashby, Mr. Bowman, Mr. Hughes, Ms. Ovide, and Chairman Knowles

- 6 Recommend continuance of the Key West Bight (KWB) Management District Board upon the retirement of the KWB bonds.

Attachments: [Key West Bight Management District Board Continuance](#)

A motion was made by Ms. Ovide, seconded by Vice Chair Henson, that the recommendation of the continuance of the Key West Bight Management District Board be Passed as amended; to include that the Board feels its oversight role, specifically their role as Liaison to resolve tenant matters, not only eases the City Commission's burden of managing of the Key West Bight, but it is also essential to the continued success of the Key West Bight. The motion carried by the following vote:

Yes: 7 - Mr. Ashby, Mr. Bowman, Mr. Hughes, Mr. Langley, Ms. Ovide, Vice Chair Henson, and Chairman Knowles

Discussion Items

- 7 Franchise and ROW Fees

Sponsors: Langley

Attachments: [FRANCHISE and ROW FEES](#)

Received and Filed

- 8 Meeting Times Going Forward

Sponsors: Mr. Ashby

Received and Filed - An action item was requested for the next meeting on September 14, 2017 regarding the new time and dates for the 2018 meetings. The Clerk reminded the Board that the meeting time for September 14, 2017 will be 4:00 p.m. due to a scheduling conflict.

Reports

9 Manager's Report

Attachments: [July 2017 Monthly Report](#)
 [Port and Marine Project Status 7-28-17](#)
 [Ferry Terminal Passenger Count](#)
 [July 2016-2017 Sales Comparison Report](#)
 [KWB Rent Gross Sales Comparison Report](#)
 [Adept Public Relations Bight Board Update](#)
 [Schooner Western Union Preservation Society UPDATE](#)

Received and Filed

10 Account Receivables

Attachments: [KWB Marina Tenant Charges August 2017](#)
 [KWB Rent Roll Aug 2017](#)

Received and Filed

Old Business

Public Comment

Board Comments

Adjournment - 6:53 P.M.