



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Key West Bight Management District Board

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Wednesday, August 15, 2018

4:00 PM

City Hall

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**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 - 4:02 P.M.**

#### Roll Call

**Absent** 2 - Mr. Hughes, and Chairman Knowles

**Present** 5 - Mr. Ashby, Mr. Gibson, Mr. Langley, Ms. Ovide, and Mr. Henson

#### Pledge of Allegiance to the Flag

**Approval of Agenda - The Agenda was approved without change unanimously.**

#### Approval of Minutes

1 July 18, 2018 (Regular)

**Attachments:** [Minutes](#)

**A motion was made by Mr. Langley, seconded by Mr. Ashby, that the Minutes be Approved. The motion passed by a unanimous vote.**

#### Presentations

2 ADEPT Quarterly Report

**Not Received - The item will be heard at the next meeting on September 12, 2018.**

**Key West Bight Tenant's Association Report - No report was provided.**

**Action Items**

**3 Review and Approve Time Charter Regulations**

**Attachments:**    [Time Charter Status Staff Recommendation](#)  
                              [Revised Time Charters](#)  
                              [TIME CHARTERS Key West 2018-Gibson](#)

A motion was made by Mr. Gibson, seconded by Ms. Ovide, that the Time Charter Regulations be Passed with the recommendation of approval to the CRA to remove overnight prohibition language from the marina commercial dockage agreement and to add language allowing overnight stays incidental to a charter. The motion carried by the following vote:

**No:** 1 - Mr. Ashby

**Absent:** 2 - Mr. Hughes, and Chairman Knowles

**Yes:** 4 - Mr. Gibson, Mr. Langley, Ms. Ovide, and Vice Chair Henson

**4 Approving Task Order #2, Fire Main Replacement - Key West Historic Seaport to Sea Tech of the Florida Keys, Inc. in the amount not to exceed \$357,444.00.**

**Attachments:**    [Executive Summary](#)  
                              [Scope and Bid Schedule](#)  
                              [Resolution #18-193](#)  
                              [Contract](#)

**Withdrawn**

**5 Approving Task Order #1, Schooner Wharf ADA Restroom, Key West Historic Seaport to Sea Tech of the Florida Keys, Inc. in the amount not to exceed \$86,430.00.**

**Attachments:**    [Executive Summary](#)  
                              [Scope and Bid Schedule](#)  
                              [Resolution #18-193 Contract](#)  
                              [Construction Documents](#)  
                              [Resolution #17-135 Lease](#)

A motion was made by Mr. Gibson, seconded by Mr. Langley, that the Item be Passed. The motion carried by the following vote:

**Absent:** 2 - Mr. Hughes, and Chairman Knowles

**Yes:** 5 - Mr. Ashby, Mr. Gibson, Mr. Langley, Ms. Ovide, and Vice Chair Henson

- 6 Approving a Task Order to Charley Toppino & Sons, Inc., under the General Utilities Services Contract, for Seaport Parking Lot Rehabilitation in the amount of \$287,910.46; Approving necessary budget transfer.

**Attachments:**     [Executive Summary](#)  
                              [Task Order Proposal](#)  
                              [Proposed Layout](#)  
                              [Toppino GU Contract](#)  
                              [Resolution #15-292](#)

**A motion was made by Mr. Ashby, seconded by Mr. Langley, that the Item be Passed. The motion carried by the following vote:**

**Absent:** 2 - Mr. Hughes, and Chairman Knowles

**Yes:** 5 - Mr. Ashby, Mr. Gibson, Mr. Langley, Ms. Ovide, and Vice Chair Henson

- 7 Approving Task Order for FY19 ongoing Marketing Services to Adept Strategy & Public Relations for Marketing Services in an amount of \$193,000.00; Approving any necessary budget transfers.

**Attachments:**     [Executive Summary](#)  
                              [FY19 Task Order](#)  
                              [Contract](#)  
                              [Resolution #15-371](#)  
                              [Resolution #16-326](#)  
                              [Resolution #16-375](#)

**A motion was made by Mr. Gibson, seconded by Mr. Ashby, that the Item be Postponed to September 12, 2018. The motion carried by the following vote:**

**Absent:** 2 - Mr. Hughes, and Chairman Knowles

**Yes:** 5 - Mr. Ashby, Mr. Gibson, Mr. Langley, Ms. Ovide, and Vice Chair Henson

- 8 Commercial Waiting List

**Attachments:**     [Executive Summary](#)  
                              [Updated Wait List](#)

**A motion was made by Mr. Ashby, seconded by Ms. Ovide, that the Item be Passed accepting the first 6 recommendations provided in the Executive Summary and revising item 7 to cap the list at 35. The motion carried by the following vote:**

**No:** 2 - Mr. Gibson, and Mr. Langley

**Absent:** 2 - Mr. Hughes, and Chairman Knowles

**Yes:** 3 - Mr. Ashby, Ms. Ovide, and Vice Chair Henson

## Reports

### 9 Manager's Report

**Attachments:**    [July Monthly Report](#)  
                              [Port and Marine Project Status](#)  
                              [Ferry Terminal Passenger Count](#)  
                              [July 2017-2018 Sales Comparison Report](#)  
                              [KWB Rent Gross Sales Comparison Report](#)  
                              [Adept Public Relations Update](#)  
                              [Schooner Western Union Preservation Society Update](#)

**Received and Filed**

### 10 Accounts Receivables

**Attachments:**    [KWB Tenant Balances Augus 2018](#)  
                              [KWB Marine Tenant Charges Aug 2018](#)  
                              [KWB Rent Roll Aug 2018](#)

**Received and Filed**

## Old Business

## Public Comment

## Board Comment

## Adjournment - 5:52 P.M.