



# 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, April 12, 2023

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.

**FOR VISUAL PRESENTATIONS:** Individuals are responsible to share their presentation at the meeting on their laptop through Zoom. For City Commission meetings the City Clerk's Office will need a copy for the agenda at least 6 days before the meeting.

**Call Meeting To Order - 4:00 P.M.**

#### Roll Call

**Absent** 2 - Mr. Hughes, and Ms. Ovide

**Present** 5 - Mr. Ashby, Vice Chair Henson, Mr. Langley, Mr. Lay, and Chairman Knowles

#### Pledge of Allegiance to the Flag

**Approval of Agenda - The agenda was unanimously approved as amended**

#### Approval of Minutes

1 March 8, 2023

Attachments: [Minutes](#)

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

#### Presentations

2 Key West Bight Preservation Association

Received and Filed

- 3 Key West Bight Insurance Basics - Christina Bervaldi, Finance Director  
Postponed to May 10, 2023

### Action Items

- 4 Approving the CCTV Equipment Purchase - Key West Historic Seaport from Surveillance Florida in the amount not to exceed \$92,777.75 and authorizing the City Manager to issue a purchase order in the best interest of the City per Sec 2-797(4)(b) of the Code of Ordinances.

**Attachments:** [Resolution](#)  
[Executive Summary](#)  
[Florida Surveillance Quote](#)  
[GFO Quote](#)  
[Protection Plus Quote](#)  
[Converjint Quote](#)  
[Res KWB #23-03](#)  
[Res #23-069](#)

**A motion was made by Mr. Ashby, seconded by Mr. Lay, that the Action Item - Key West Bight be Passed. The motion carried by the following vote:**

**Absent:** 2 - Mr. Hughes, and Ms. Ovide

**Yes:** 5 - Mr. Ashby, Vice Chair Henson, Mr. Langley, Mr. Lay, and Chairman Knowles

Enactment No: KWB 23-08

- 5 Lease Renewal - Schooner Appledore Booth

**Attachments:** [Executive Summary](#)  
[Resolution](#)  
[Schooner Appledore Letter](#)  
[Lease](#)  
[Personal Guaranty](#)  
[Corporate Filing p1](#)  
[Corporate Filing p2](#)  
[Res #16-204 Lease](#)  
[Res# 17-015 Lease Assigment](#)

**A motion was made by Mr. Ashby, seconded by Mr. Lay, that the Action Item - Key West Bight be Passed. The motion carried by the following vote:**

**Absent:** 2 - Mr. Hughes, and Ms. Ovide

**Yes:** 5 - Mr. Ashby, Vice Chair Henson, Mr. Langley, Mr. Lay, and Chairman Knowles

Enactment No: KWB 23-09

- 6** Approve staff ranking of firms submitting responses to RFQ #23-002: Key West Bight Ferry Terminal Revitalization & Shoreline Stabilization/ Harborwalk Extension and authorize City Manager to negotiate and, pursuant to legal review, enter into a contract with the highest ranked firm Tetra Tech.

**Attachments:** [Resolution](#)  
[Executive Summary](#)  
[RFQ #23-002](#)  
[Addendum #1](#)  
[Bid Memo REVISED](#)  
[Tetra Tech Submittal](#)  
[Bermello Ajamil Submittal](#)  
[Ranking Summary](#)  
[Individual Ranking Forms](#)  
[Res #22-069](#)

**A motion was made by Mr. Lay, seconded by Vice Chair Henson, that the Action Item - Key West Bight be Passed. The motion carried by the following vote:**

**Absent:** 2 - Mr. Hughes, and Ms. Ovide

**Yes:** 5 - Mr. Ashby, Vice Chair Henson, Mr. Langley, Mr. Lay, and Chairman Knowles

Enactment No: KWB 23-10

## Reports

- 7** Director's Report

**Attachments:** [Port and Marine Project Status 4-5-23](#)  
[FT Passenger Counts \(2020 to 2023\)-March](#)  
[March 2022-2023 Sales Comparison Report](#)  
[KWB Rent & Gross Sales Comparison Report](#)  
[KWB Rent Roll April 2023](#)  
[KWB Marine Tenant Charges April 2023](#)  
[SUMMARY DR15 update](#)  
[KWB & FT Fuel Sales \(Gallons\) 2020-2023 March](#)

**Received and Filed**

8 Quarterly Schooner Western Union Report

Attachments: [2023-03 SWUPS KWBB Update](#)

Received and Filed

9 Adept Marketing Report

Attachments: [2023-03 Adept PR Bight Board Update](#)

Received and Filed

**Public Comment**

**Board Member Comment**

**Adjournment - 4:49 P.M.**