

Kerikeri Cruising Club (KCC) Marina Committee Minutes

Meeting of the Marina Committee Tuesday 12 June 2018 at Kerikeri Cruising Marina Office & Boatshed, 346 Opito Bay Road, Kerikeri.

The meeting commenced at 6.30pm

J Murdoch (Chair), P Harris, L Ayr, M Carere, P Pederson, P Williams

M MacDiarmid, P McLea, (attending)

1 Apologies

P Stocker,

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| Resolution | That the apologies be accepted. Proposed P Harris /Seconded P Pederson: Carried |
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2 Confirmation of minutes of previous meeting

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| Resolution | That the minutes of the meeting 8 May 2018 be accepted. Proposed L Ayr/Seconded P Harris: Carried |
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3 Health & Safety

Speed humps installed appear to be working. Hold signage to ascertain if it is needed.

4 Maintenance

Pump Out Repairs – mounted & wired, tank being emptied.

Navigation Lights – installed, Poseidon blocking the fairway letter to NRC

Marina Condition Audit – E pier whalers & through bolt repairs anticipated, A & B pier boards getting as required replacements, A & B gangways rust, minor twisting on fingers, seal repairs as required, boat ramps in good condition, pile replacements 21 in the marina (plus 5 for fuel jetty)

Pile sleeves – check on treatment, has anything changed in the last 20 years. Sleeves won't be installed in this round of replacements but may be considered in future

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| Resolution | That it be recommended to the KCC General Committee & KCC Marina Trust that 21 piles be replaced in the marina using funds from the Kerikeri Cruising Club Marina Refurbishment Account. Proposed L Ayr/Seconded P Harris: Carried |
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P McLea to research 'plastic' pile guides & prices. Will they fit & what price?

Fuel Jetty – grant from FNDC or FNHL for fuel jetty because of public access? Signage “Children must be under supervision”

5 Matters Arising

5.1 Reclamation Title

Consultation underway

5.2 Procurement & Financial Delegation Policy

Discussed below

6 Correspondence

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| Resolution | That the correspondence be accepted. Proposed P Pederson/Seconded L Ayr: Carried |
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7 Finances

Bio-security Fee – C Galbraith – Opuia to push

A profit & loss report to 31 May 2018 & invoices for payment were distributed prior to the meeting.

A budget for 2018/2019 year had been circulated prior to the meeting. Normal operational costs remain stable. Special project costs: reclamation title, bio-security fee challenge legal fees only extraordinary budget items.

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| Resolution | That the profit & loss report to 31 May 2018 be accepted & to authorise the invoices for payment as circulated prior to the meeting. Proposed J Murdoch/Seconded L Ayr: Carried Abstain P Harris |
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7.1 Refurbishment Budget

Take a proposal to the AGM - Increase by rate of inflation/cpi, & have a minimum balance in the refurbishment account. L Ayr & M MacDiarmid to draft refurbishment strategic plan.

8 Berth Licence Sales

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| Resolution | That the a recommendation go to the KCC General Committee that the following berth licence transfers be completed subject to all Club conditions being met: A6 (10m) T Davies Jones to D & J Nute Proposed P Harris/Seconded J Murdoch: Carried |
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9 Procurement & Financial Delegation Policy

2. volunteers?

Refurbishment – “For the marina”, new paragraph “For the Club”

6. “where possible”

The following is part of the draft “Procurement & Financial Delegation Policy” reviewed at the Marina Committee meeting.

4.0 Responsibilities

Those responsible for procurement must evaluate the goods or services required from suppliers offering the best deals. Also to ensure purchases made do not exceed the annual budget and to ensure purchased goods and services conform to the quantity and price specified in the order.

Any expenditure over \$20000 requires a risk assessment to be carried out by the General & or Marina Committees.

5.0 Small Purchases between \$0 and \$1000

Add in paragraph for Club

6.0 Small Purchases between \$0 and \$1000

Small purchases are required for the efficient day to day running of the Club. Items regarded as small purchases are generally itemised in the Annual Budget. Items that might be regarded as small purchases that are not itemised in the annual budget but are necessary, must be approved, on record, by the General Committee or Marina Committee prior to purchase.

For purchases of less than \$500, efforts shall be made to get the lowest and best price, but written records of such efforts are not necessary.

Purchases which cost between \$500 and \$1,000 will require enquiries to be made from three different suppliers either by digital means or over-the-telephone, requesting quotations price, etc. A record shall be kept of date of when enquiries were made, parties contacted and prices obtained.

Authorisation of payment for small purchases shall be made by the Club Manager

7.0 Procurement between \$1001 and \$5000

Except for emergencies or minor repairs to the marina or Club assets, purchases between \$1001 and \$5000 cannot be progressed without a resolution from either the General Committee or Marina Committee.

Purchases of supplies, equipment and services which cost between \$1,000 and \$5,000 will require written quotes. Kerikeri Cruising Club will solicit written responses from at least three vendors. If responses are not forthcoming, a statement explaining the procurement from a single supplier will be prepared and tabled at the next appropriate Committee meeting. An exception to this requirement is permitted for emergency repairs to Club Assets and Marina, in which regard the Commodore or Chair of the Marina Committee may authorise work to be undertaken immediately from the most available supplier.

Authorisation of payment for purchases between \$1001 and \$5000 shall include signatures or digital authorisation from two of the following:-

- Club Manager
- General Committee signatory
- Marina Committee signatory

8.0 Procurement between \$5001 and \$20000

Procurement in excess of \$5000 requires a recommendation from a Sub Committee to the General Committee. Except for emergencies, purchases between \$5001 and \$20000 cannot be progressed without a resolution from the General Committee. Procurement associated with planned refurbishment of the Marina also requires the approval of the Trustees before any expenditure is committed.

Purchases of supplies, equipment and services which cost between \$5001 and \$20000 will require written quotes. Kerikeri Cruising Club will solicit written responses from at least three vendors if possible. If responses are not forthcoming, a statement explaining the procurement from a single supplier will be prepared and tabled at the next appropriate Sub Committee meeting. An exception to this requirement is permitted for emergency repairs to Club Assets and Marina, in which regard the Commodore or Chair of the Marina Committee may authorise work to be undertaken immediately from the most available supplier.

Authorisation of payment for purchases between \$5001 and \$20000 and not associated with Marina refurbishment shall include signatures or digital authorisation from two of the following:-

- Club Manager
- General Committee signatory
- Marina Committee signatory

Authorisation of payment for purchases between \$5001 and \$20000 associated with refurbishment shall include signatures or digital authorisation from two of the Marina Trust Signatories.

9.0 Procurement between \$20001 and \$100000

Procurement in excess of \$20001 but less than \$100000 for assets requires a recommendation from a Sub Committee to the General Committee. Expenditure between \$20001 and \$100000 cannot be progressed without a resolution from the General Committee. Procurement associated with planned refurbishment of the Marina also requires the approval of the Trustees before any expenditure is committed.

An exception to the above requirements is permitted for emergency work to secure or prevent further damage to Club Assets or to the Marina. In this regard, the Commodore or Chair of the Marina Committee may authorise work immediately from the most available supplier.

For planned refurbishment in excess of \$20001 but less than \$100000, the Marina Committee will require a written report from the Marina Manager. This report shall identify the works that are required and contain recommendations and budgets to remedy the areas of the marina needing refurbishment.

Where the Marina Committee regards the works as “not complex or essential to the safety or protection of the Marina” it may ask the Marina Manager to call tenders from a list of prequalified contractors.

Refurbishment of part or parts of the marina structure that are essential to the safety and or protection of the marina as a whole will require a report by a suitably qualified Professional Civil Engineer. The Engineer’s report will then be considered by the Marina Committee before making a recommendation to the General Committee to undertake all or part of the planned refurbishment.

Following a resolution from the General Committee to proceed with the recommended works, the Engineers will be instructed by the Marina Committee to prepare contract documentation describing the works. Works to be carried out under NZS 3910.

The Marina Committee will also decide if tenderers are to be selected from a list of prequalified contractors or from general advertising.

The contract shall be supervised by the Engineer to Construction Monitoring Service 1 (CM1)
Payments for refurbishment requires two Marina Trust Signatories on receipt of Engineers Certificate for payment.

10.0 Marina Procurement more than \$100001

Procurement in \$100001 for assets requires a recommendation from a Sub Committee to the General Committee. Expenditure cannot be progressed without a resolution from the General Committee.

Procurement associated with planned refurbishment of the Marina also requires the approval of the Trustees before any expenditure is committed.

For planned refurbishment in excess of \$100001, the Marina Committee will require a written report from the Marina Manager. This report shall identify the works that are required and contain recommendations and budgets to remedy the areas of the marina needing refurbishment.

Refurbishment of part or parts of the marina structure estimated to be in excess of \$100001 will require tender documents prepared by a suitably qualified Professional Civil Engineer and carried out under NZS3910 or NZS3916. The Engineer’s report will then be considered by the Marina Committee before making a recommendation to the General Committee to undertake all or part of the planned refurbishment.

Following a resolution from the General Committee to proceed with the recommended works, the Engineers will be instructed by the Marina Committee to prepare contract documentation describing the works. Works to be carried out under NZS 3910 or NZS 3916.

The Marina Committee will also decide if tenderers are to be selected from a list of prequalified contractors or from general advertising.

The contract shall be supervised by the Engineer to Construction Monitoring Service 3 (CM3)
Payments for refurbishment requires two Marina Trust Signatories on receipt of Engineers Certificate for payment.

Club Procurement more than \$100001

P Willimas will draft new sections of the policy for Club expenses over \$20001

Final marina committee draft at the July meeting, then policy will be forwarded to the General Committee for consideration.

10 General Business

None

11 Next meeting

Liveboards on next agenda

10 July 2018

Meeting closed 9.25 pm

Apologies for July

- P Harris
- J Murdoch
- P Stocker