

Kerikeri Cruising Club (KCC) Marina Committee Minutes

Meeting Tuesday 14 November 2023 at the Kerikeri Cruising Club clubhouse, 346 Opito Bay Road, Kerikeri The meeting commenced at 6.00pm

R Dempster (Deputy Chair), M Lucas (Chair), M Carere, M Simpson, T Milicich

M MacDiarmid, P McLea (attending)

1 Apologies

P Woods, M Lawton

Resolution	That the apologies above be accepted. Proposed M Carere/Seconded M Simpson: Carried
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2 Confirmation of Minutes

Resolution	That the minutes of the 10 October 2023 meeting of the Marina Committee be accepted. Proposed R Dempster/Seconded M Simpson: Carried
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3 Health & Safety

3.1 Officers Liability

A document circulated by M Lawson explains the duties & responsibilities of Club officers which are the same responsibilities as company directors

D & O policy – officers declaration & summary of cover from Gallaghers

3.2 Fuel Jetty

Marina Committee representatives to raise the issue with the General Committee as a concern in terms of liability given the Haigh Workman Condition Report. Safety risk & legal risk to the Club. Needs refurbishment or replacement. If public are excluded why can Club members continue to access?

3.3 Storm Response

Storm response plan circulate for review

Obtain handheld VHF radios for emergency communication

Under what conditions is it too dangerous for anyone to go on the marina/onto a boat?

Fire Service how do they decide when a situation is too dangerous to get involved in? R

Dempster will ask the local Fire Chief.

Add Storm as Hazzard with aim to identify when it gets to the stage when it becomes unsafe after which it is an insurance issue.

3.4 Hazzard Register

2 Health & Safety meetings held since the previous committee meeting.

0 Accidents

Multiple Incidents reported e.g. ex tropical cyclone Lola

Needs more focus on controls & mitigation measures & review all hazards. M Carere will forward templates. Feb March for review

4 Marina Maintenance & Refurbishment

4.1 Pile Failure

Cawthron Institute approached for information about the unusual radial break marks on pile that failed in Lola event.

Keep the interesting end & do a longitudinal sample of the pile.

Water bore bilge pump now operational

4.2 Sand Dig Out

Resolution	That the sand be dug out from the corner of the breakwater & relocated on the launching beach. Proposed M Carere/Seconded T Millichich: Carried
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4.3 Mooring Line Requirements

M Carere agrees that knots in the middle of lines reduce the strength of the line but argues that clove hitches at the marina end of lines could assist with ensuring lines are the correct length. M MacDiarmid to draft revised version for Marina Committee input. Mooring Line Requirements to be sent to new licensees & each new arrival long term renter or owner to be reviewed by staff.

4.4 E Pier Refurbishment Project

Scope: walers, through-rods, flitch plate replacement

Refurbishment Funds	exact figure to be circulated with notes indicating what funds are already allocated Sum to be moved to refurbishment account
Invoicing	TBC with Shorewise Weekly, monthly, is a large deposit required?
Timeframe	Start to finish? 8 weeks duration Will later start date mean more weather events? TBC with Shorewise
Plumbing	In-house team will attend
Electrical	TBC but recall Club electrician will attend. Price to be obtained but will be affected by main contractors methodology. TBC with Shorewise
GST	Simplest way is for KCC Marina Trust to transfer the GST exclusive sums to an account held by the Marina for payment of invoices. Marina will pay invoices & attendant GST then the Marina will claim the GST. This way there is no GST reconciliation to be made with the Trust & it is a GST neutral activity for the marina. To be confirmed with Club Treasurer
Legal Review	Does Club require for contract perusal & comment?
Meeting with contractor	What savings can be made on the contract? R Brown to help identify potential innovations & savings
Contract negotiations	
Cost of Shorewise	Total project budget to include Shorewise construction supervision
Preparation of contract	Please start draft
How will the variations clause be managed?	Shorewise to detail
Cost of relocating vessels	Estimate to be included in budget
Start Date	Confirmation needed asap so planning can begin in earnest

Insurance	Club Cost TBC with Gallaghers
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Resolution	That it be recommended to the KCC General Committee to accept the Shorewise Engineering Ltd recommendation & to work towards an agreement with Total Marine Services for refurbishment of the breakwater. Proposed M Carere/Seconded R Dempster: Carried
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M MacDiarmid to draft a one page report for General Committee summarising the project & budget.

Resolution	That a budget for the cost of relocating licensees boats during the refurbishment be included in the project budget. Proposed M Simpson/Seconded T Milicich: Carried
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Resolution	That the KCC Marian Trust investment maturing on 30 November 2023 be reinvested for one month. Proposed M Simpson/Seconded T Milicich: Carried
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4.5 Piling & T-head Refurbishment

Two tenders for engineering services on pile replacement & t-head refurbishment projects had been received. An assessment of the tenders had been completed, was tabled at the meeting & discussed. It was noted that there may be an opportunity to use the same construction contractor as for the E Pier Refurbishment & this could save cost.

Resolution	That the tender from Haigh Workman Ltd for engineering services on the pile replacement & t-head refurbishment be recommended to the KCC General Committee for approval. Proposed R Dempster/Seconded M Lucas: Carried
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4.6 Cost Addendum/ Cost Validation for 10-15 year major expenditure items from Condition Report

R Brown next priority

4.7 A & B Pier Replace or Repair Decision

M Lucas will draft a specification for the getting an analysis of replace versus repair.

4.8 Finger Through Rods, Walers & Corner Frames

Project approvals obtained, materials to be ordered

Shorewise has advised (via email, on file) that thermal arc spray for corner frames is suitable. This treatment will be considered for future replacement.

5 Matters Arising

Stainless steel bolts on cleats – Shorewise to confirm suitability.

Thanks letters – Brock & Pedersen

Ask Law North for legal opinion on whether excluding companies, partnerships & trusts from being licensees will be problematic due to the discrepancy between the Club's policy not to allow new entities to purchase licences & the berth licence.

Funding alternatives: officers are considering & will advise the Marina Committee

Torres – still for sale

NZ MOA – M MacDiarmid presented a Conference Summary (on file with minutes).

5.1 Sander

Sander can we use without consent change? M MacDiarmid to approach NRC.

6 Policy

6.1 Boat Broker Policy

A draft *Boat Broker Policy* had been circulated to the committee prior to the meeting. It is intended that this policy would be circulated to licensees & given to brokers who pass through the office. The policy will give the Club a position to fall back to if brokers act inappropriately on Club property.

Resolution	That the Boat Broker Policy be recommended to the KCC General Committee for adoption. Proposed T Milicich/Seconded R Dempster: Carried
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7 Correspondence

From/To	Regarding
M McCaughan	Resolution: that M McCaughn be granted permission to live aboard as per his request unless the KCC General Committee has objections. Proposed M Carere/Seconded M Lucas: Carried

8 Financial

Invoices	\$8144.98	List circulated with agenda
Credit Card Transactions	\$512.19	List circulated with agenda
Debtors	\$27,870	current debtors i.e. mostly licensees annual fees, debt collection process underway
Wage reconciliation	\$4,316.68	Monthly reconciliation + \$6,500 automatic payment
Berth Rental	\$22,073.10	transfer for berth rental

Resolution	That the invoices as circulated, wage reconciliation & berth rental reconciliation be approved for payment & the credit card transactions & debtors be accepted. Proposed M carere/Seconded R Dempster: Carried
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Resolution	That the Financial Statement as circulated be approved. Proposed R Dempster/Seconded M: Carried
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9 Marina Matters

Circulate to KCC General Committee for information

10 Licence Transfers

Resolution	That a recommendation be made to the KCC General Committee that the licence transfers for E30 (18m) from Paul & Sally Doubleday to Mike Lodge D17 (16m) from Mike Lodge & Ryan Lodge to Ryan Lodge C2 (14m) from Jeff & Jay Davis to Trevor & Anne Harbrow C10 (14m) from Lyn Read to Ron & Glenda Bowring be approved (signed & sealed) by the Club, subject to receipt of completed paperwork. Proposed Carere/Seconded Simpson: Carried
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The requirement for licensees to be permanently residing in the local area was discussed as a waiting listee's eligibility is currently in question for this reason. The issue will be on the Club's agenda.

Meeting closed 8.34pm

Next meeting 12 December