

# Kerikeri Cruising Club (KCC) Marina Committee Minutes

## Meeting Tuesday 12 December 2023 at the Kerikeri Cruising Club clubhouse, 346 Opito Bay Road, Kerikeri The meeting commenced at 6.00pm

M Lucas (Chair), R Dempster, M Carere (Deputy Chair), M Simpson, P Woods, M Lawton

M MacDiarmid, P McLea (attending)

### 1 Apologies

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Resolution	That the apologies above be accepted. Proposed R Dempster /Seconded M Carere: Carried
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### 2 Matters Arising

Pile Break – no useful information forthcoming from Cawthron Institute, further enquiries underway

#### 2.1 E Pier Refurbishment project

A summary of the project will be circulated to all Club members in advance of the special general meeting

R Dempster – berth size, number & dates so alternative accommodation can be sourced  
General Committee needs to resolve to apply the Club seal.

### 3 Confirmation of Minutes

Resolution	That the minutes of the 14 November 2023 meeting of the Marina Committee be accepted. Proposed M Carere/Seconded M Simpson: Carried
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### 4 Deputy Chair Marina Committee

As P Woods has indicated he is willing to step back into the Deputy Chair position, M Carere's resignation from the position of Deputy Chair of the Marina Committee was accepted.

Resolution	That P Woods be elected to the position of Deputy Chair of the Marina Committee. Proposed M Carere/Seconded M Simpson: Carried
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### 5 Health & Safety

#### 5.1 Storm Response

The current Severe Weather Plan was tabled. Committee members invited to review & comment directly to M MacDiarmid. Hazard Review of each dock walk & vessel action before staff engage. No action if risk of danger

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.

## 5.2 Hazzard Register

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

0 Accidents

Grate has been installed over a driveway drain & fuel jetty blocks floated away during high tides of ex-tropical cyclone Lola. These have been reinstalled. A plywood strip 600mm is being installed in the middle of the fuel jetty to shore up the facility until it is closed for repair in April 2023.

General Committee reviewing Club wide health & safety issues.

# 6 Marina Maintenance

Water bores now running.

Haul outs back-to-back bookings with corrosion repairs planned for when bookings are closed for the holiday season.

Marina through rods have been tightened after weather.

D32 waler repair where a cleat had broken it.

E24 waler replacement after Lola.

Sanivac repairs ongoing, facility is required under Resource Consent.

Timber walers for C pier finger refurbishment have been received.

## 6.1 Haul Out Weight Limit

The Haul Out Trailer Report 2012 (copy circulated), had been revisited & it is recommended from a safety perspective to reduce the maximum boat weight limit. The recommended limit takes account of the weight bearing restriction of the weakest component of the trailer. Recommend the boat weight limit, currently 14,000kg be reduced to 8,000kg. Reducing the weight limit will further limit the vessels able to be hauled at this facility but safety considerations must take priority.

Resolution	That the haul out trolley rating be reduced to 8,000kg with immediate effect. Proposed M Lucas/Seconded M Simpson: Carried Abstain: R Dempster
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## 6.2 Bolts for docking cleats

The Shorewise Marina Condition Assessment Repair Specifications specified either galvanized or stainless steel. Stainless steel bolts will be easier to remove at end of life & are therefore recommended.

Resolution	That stainless bolts be used to install docking cleats on C, D & E fingers. Proposed M Lucas/Seconded P Woods: Carried
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## 6.3 Finger Refurbishment Project

Supplies ordered, steel components anticipated February 2024

## 6.4 T-head Refurbishment & Piling Replacement

Engineers STE needs club seal applied

## 6.5 Cost Addendum

M MacDiarmid to check the formula in the spreadsheet. Then this document will be sent to the Club Officers for review.

Resolution	That the Cashflow Validation Report be accepted & circulated to the Club officers for joint review with the Marina Committee. Proposed P Woods/Seconded M Carere: Carried
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## 6.6 Management Fee

There is ongoing discussion about calculating the management fee payable by the marina to the Club. The issue is whether the fee is calculated including refurbishment expenses as well as operating expenses.

Resolution	That it be recommended to the KCC GC that the Club seal be applied to the final contract with TMS for the E Pier Refurbishment Project. Proposed P Woods/Seconded M Carere: Carried
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\$9k in research & planning is this Shorewise, M MacDiarmid to confirm

Profit & Loss - What is the difference between an insurance valuation & a replacement valuation? Ask the valuer.

## 7 Policy

None this month

## 8 Correspondence

None this month

## 9 Financial

	Total Value	Notes
Invoices	\$96,762.16	List circulated with agenda
Credit Card Transactions	\$463.87	List circulated with agenda
Debtors	\$17,979.30	Mostly current debtors however 2 licensees annual fees - personal contact made, payment anticipated, 1 x problematic renter debt collection process underway
Wage reconciliation	\$11,424.18	Monthly reconciliation + \$6,500 automatic payment
Berth Rental	\$22,367.06	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 R Dempster/Seconded M Carere: Carried
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Resolution	That the Financial Statement as circulated be approved. Proposed M Carere/Seconded P Woods: Carried
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## 10 General Business

Demelza – owner advised that permission request is required with more notice when potentially commercial use of the marina is involved.

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## Marina Matters

Circulate to KCC General Committee for information  
Haul Out Trailer new weight limit

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## Licence Transfers

Resolution	That a recommendation be made to the KCC General Committee that the licence transfers for B34 (12m) From John Coote to Sean & Jane McCaughan C32 (14m) From Don & Nola Blainey to Terry Davis A28 (10m) From Borris & Svetlana Penchev to Zak Holly & Jill Douglass be approved (signed & sealed) by the Club, subject to receipt of completed paperwork. Proposed Carere/Seconded Dempster: Carried
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Micheaux berth can we rent it out?

Resolution	That it be recommended to the KCC General Committee a revised budget be calculated for the marina with an adjusted insurance operating expense & an additional \$500/per licence holder (\$1,000 per berth pa) for refurbishment funding for the February invoice. Proposed M Carere/Seconded R Dempster: Carried
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The Marina Committee will consider the revised budget & adjusted fees in February for recommendation to the General Committee. Communication with berth licence holders will then be undertaken to advise them of the changes.

### January meeting & payment of invoices

Resolution	That invoices for payment in January 2024 will be circulated as a list with payment to follow unless there are questions or objections received from the Marina Committee. Proposed M Carere/Seconded M Lucas: Carried
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Meeting closed 8.48pm

Next meeting February 2024 (Date to be confirmed, usually 2<sup>nd</sup> Tuesday but it may be brought forward)