

Kerikeri Cruising Club (KCC) Marina Committee Minutes

Meeting Tuesday 13 February 2024 at the Kerikeri Cruising Club clubhouse, 346 Opito Bay Road, Kerikeri The meeting commenced at 6.00pm

P Woods, R Dempster, M Carere, M Simpson, T Milicich

M MacDiarmid, (attending)

1 Apologies

M Lucas, M Lawton, R Dempster

Resolution	That the apologies above be accepted. Proposed M Simpson /Seconded T Milicich: Carried
------------	---

2 Confirmation of Minutes

Resolution	That the minutes of the 9 January 2024 meeting of the Marina Committee be accepted. Proposed M Carere/Seconded T Milicich: Carried
------------	---

3 Health & Safety

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

4 Marina Maintenance

No Report

5 Refurbishment

5.1 A Pier Finger Connection Bolts – In-house Project
Completed

5.2 Gangway B Pier - In-house Project
Commencing & will be completed in conjunction with the berth finger through rod replacement project as staffing allows.

5.3 Finger through rods, walers & corner frame replacement project – In-house Project
February delivery of through rods & corner frame anticipated.
Nylonuts & walers have been received & walers are being prepared/drilled.

5.4 E Pier Refurbishment Project

The Club special general meeting in December 2023 approved the project budget. The contract documents have been duly signed & circulated. The contractor has advised that material ordering is underway.

5.5 C & D T-head Refurbishment & Pile Replacement

The project engineer, Haigh Workman, has been onsite to review the work & are drafting piling specifications & tender documents.

Some of the piles to be replaced are “centre” piles that, it is understood, were installed as an extra by licensees at their cost & discretion when the marina was extended. Who should bear the responsibility of replacing or refurbishing these? The original licensees may, or may not, still hold the licence & subsequent licensees will inevitably not be aware of the discretionary nature of the piles nor any potential requirement to pay extra to have them refurbished.

Original marina plan shows all 14m & longer berths have intermediary piles. 10m & 12m berths the intermediary piles were optional & paid for as an extra by the then licensees. The refurbishment budgeted for replacement of the total number of piles in the marina including the intermediary piles. Affected licensees will be contacted prior to this pile replacement project to confirm whether they wish to have the intermediary pile replaced or removed.

Resolution	That the refurbishment funds cover the replacement of all existing intermediary piles. The rationale being: the cost is in the budget & the licensees will (in many cases) not be aware of the special status of those piles. Proposed P Woods/Seconded M Simpson: Carried
------------	---

Resolution	That going forward installation of intermediary piles will be offered when timely (i.e. when the replacement of adjacent piles is being undertaken) but a permanent note will be attached to the berth licence(s) & notified to potential new licensees that replacement/refurbishment of the pile is their personal future liability. Proposed T Milich/Seconded M Simpson: Carried
------------	---

6 Matters Arising

6.1 MTP Adjustment for Refurbishment Fund Contribution Increase

Resolution	That a recommendation to the KCC General Committee be made that any increase in refurbishment fund contribution be reflected in an increase in the Maximum Transfer Price (1 for 1 adjustment). Proposed T Milich/Seconded M Carere: Carried
------------	---

Background information to be provided for the General Committee to show the development of this recommendation.

6.2 Document Review

May be extended to include the “Recommendations 2012”.

6.3 Haul Out Trailer

P Woods & P McLea to contact P White re upgrades to take the trailer to 12 & 10tonne.

6.4 Mooring Lines

Resolution	That knots are unacceptable in the middle of mooring lines & all other knots (i.e. at either end of a mooring) must be approved the marina staff. Proposed M Carere/Seconded M Simpson: Carried
------------	--

NB: it is considered that bowline & hitch knots are acceptable

6.5 Cost Validation

Completed

7 Correspondence

From/To	Regarding
B Morgan (phone call following 2023 email)	Finger extensions – Committee prepared to reconsider this proposal after the E Pier Refurbishment

8 Financial

	Total Value	Notes
Invoices	\$13,205.56	List circulated with agenda
Credit Card Transactions	\$529.39	List circulated with agenda
Debtors	\$14,706	\$8,119 in current debtors \$6,587 in aged debtors debt collection process underway
Wage reconciliation	\$5,033.14 Dec 23 \$2,678.34 Jan 24	Monthly reconciliation + \$6,500 automatic payment
Berth Rental	\$23,938.12 \$24,498.43 Jan 24	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 P Woods: Carried
------------	---

Resolution	That the Financial Statement as circulated be approved. Proposed M Carere/Seconded P Woods: Carried
------------	--

8.1 Refurbishment Fund Contribution 2023/2024 Adjustment following cost validation

At the January 2024 meeting the Marina Committee resolved that berth licence holders contributions to the Refurbishment Account would be increased using the differential formula that is used for OPEX charges.

The table below shows the invoice amounts by berth length for the second instalment of the 2023/2024 fees. This is the original contribution plus an additional sum to take the total cumulative contributions to \$301,000 per annum but only charged at this rate for the second fee instalment. A copy of the spreadsheet showing full workings was circulated to the Committee prior to the meeting. These fees need to be proposed to the KCC General Committee for adoption.

Berth Length	February 2024 Marina Fees Refurbishment Contribution exc GST
10	\$671.56
12	\$742.76
14	\$813.96
16	\$885.15
18	\$956.35

20	\$1,027.55
25	\$1,276.75

Resolution	That Refurbishment Contribution for February be recommended to KCC General Committee as below.	
	Berth Length	February 2024 Marina Fees Refurbishment Contribution exc GST
	10	\$671.56
	12	\$742.76
	14	\$813.96
	16	\$885.15
	18	\$956.35
	20	\$1,027.55
25	\$1,276.75	
Proposed M Carere/Seconded P Woods:		Carried

8.2 Insurance Opex Budget Figure

Background: 2023/24 budget cost advice for budget completion. Insurance invoices using underwriter Vero have been received & are less than half the budget provision. This expense will increase when the valuation is submitted but will still be well short of the provision. While a financial “win” this highlights the need to align the insurance cover & financial years so that accurate budgeting can be achieved.

A final valuation has been received & forwarded to Gallagher & then in turn to the marina policy underwriter, Vero. Vero has advised they are not willing to cover the marina at the new value. Vero is prepared to cover half of the marina valuation cover. A temporary cover has been organized with Vero to ensure the marina is fully covered while another underwriter is sourced. Gallagher’s agents have submitted the marina information to the consortium of underwriters (that hold the large portfolio of other NZ marina policies) & have sought terms for 50% of the marina cover or 100% of the cover if that is the only option the consortium will consider. Obtaining terms from the consortium is taking time, but they are anticipated on 12 February. Calculation of the OPEX portion of the 2023/2024 annual fees second instalment can’t be completed accurately until the premium is known.

Email request sent to Gallagher Insurance to request aligning KCC insurance cover & financial year dates. Email outlines the need for budgeting certainty as costs are passed on to members. However, this request is a secondary priority to the more important issue of securing comprehensive cover.

Invoice either at the original budget figure unless a final premium figure is available & can be incorporated into the fee invoicing. Fee invoicing on or around 22nd February.

8.3 Removing the Refurbishment Fund \$400K minimum balance requirement

At the January meeting the Marina Committee resolved to recommend to KCC General Committee that requirement for the Refurbishment Fund to hold a minimum balance of \$400,000 be removed.

Background: The KCC Marina Trust Deed requires the Club to hold funds in the Refurbishment Fund sufficient to meet the next three years of planned refurbishment expenditure & this requirement is considered adequate without the \$400,000 condition.

The \$400,000 Refurbishment Fund minimum balance was resolved at the 2018 Annual General Meeting of the Kerikeri Cruising Club Berth Licence Holders ([copy of minutes linked here](#)).

There may be a question as to whether that meeting had the authority to resolve this. If yes, only they can revoke? If no, is it meaningless? The minutes of the Club members AGM 2018 have no record of a resolution on this issue.

Resolution	That it be recommended to the KCC General Committee that the requirement to hold \$400,000 as a minimum balance in the Refurbishment Fund be revoked. Proposed P Woods/Seconded M Simpson: Carried
------------	---

9 Compliance

NRC enquired regarding the status of two piles installed in 2019. A response confirming installation of the piles has been sent.

NRC e coli test results have returned – fully compliant with condition levels.

10 Policy

None this month

11 Licence Transfers

Resolution	That a recommendation be made to the KCC General Committee that the licence transfers for C3 (12m) from Barry & Lisa Jordan to Barry Jordan D6 (12m) from Paul Mason to Ian Kerr & Kimberly Sandell be approved (signed & sealed) by the Club, subject to receipt of completed paperwork. Proposed M Carere/Seconded T Milicich: Carried
------------	--

11.1 Marina Matters

Resolution	That the February edition of Marina Matters be approved for circulation after circulation to the General Committee for their information. Proposed M Carere/Seconded T Milicich: Carried
------------	---

Meeting closed 7.56pm

Next meeting 12 March 2024 (NB: Marina Committee usually meets 2nd Tuesday of the month)