

# Kerikeri Cruising Club (KCC) Marina Committee Minutes

## Meeting Tuesday 8 November 2022 at the Kerikeri Cruising Club clubhouse, 346 Opito Bay Road, Kerikeri The meeting commenced at 6.00pm

P Woods (Chair), M Carere, D Brock, P Pedersen, M Simpson, M Lucas

M MacDiarmid, P McLea (attending)

### 1 Apologies

R Dempster

### 2 Confirmation of Minutes

What are the exposures of the Club volunteer governance? Marina Committee would like more information.

Resolution	<p>That the minutes of the 11 October 2022 meeting of the Marina Committee be accepted subject to:</p> <ul style="list-style-type: none"><li>• the addition of “R Dempster &amp; M MacDiarmid to develop this plan.” In item 2 relating to boat accommodation during the project</li><li>• in item 6, the change of the word “investigated” to “installed”,</li><li>• in item 6, the addition of “Following the annual pile audit, P McLea reported that 20 piles require replacement.”</li><li>• the addition of “Review documents (licence, rules, constitution etc) to be undertaken” to be added as an action point under “Licence Referencing”</li></ul> <p>Proposed M Lucas/Seconded P Woods: Carried</p>
------------	---

### 3 Matters Arising from the Minutes

#### 3.1 Piles – Urgent Replacement

Review the management of the vessels in berths & pile moorings affected by the urgent piles, should they be moved to ensure safety?

Resolution	<p>To authorise urgent replacement of 6 piles (3 marina, 3 pile moorings) under the Club’s Financial Procurement &amp; Delegation Policy for expenditure up to \$20,000.</p> <p>Proposed P Woods/Seconded M Simpson: Carried</p>
------------	--

#### 3.2 Review of Documentation

### 3.2.1 Review of Consents relevant to purchase & use of vacuum sander

FNDC consent states the activities are “wet sanding by hand”.

How will use be regulated? Misuse of the sander that results in pollution will be at the cost of the user. Users to be trained in use of vacuum sander & signed disclaimer, pad installation, how to use....

Resolution	To purchase & install a vacuum sander. Proposed P Woods/Seconded D Brock: Carried
------------	--

### 3.2.2 Marina Berth Licence & Rules

D Brock & M MacDiarmid to review & then distribute to Marina Committee for consideration. Changes would need adopting by a General Meeting of the berth licence holders

## 4 Health & Safety & Maintenance

Potholes near the boat ramp have been filled.

Bilge pump battery operated installation is in progress.

Haul outs are busy.

No thefts in the marina, tree pruning, fuel jetty solenoid is being replaced, toilet door locks being replaced, trolleys replaced & repaired, new fire extinguisher cabinet on B pier.

Pohutukawa beside winch shed needs assessment

Padeye for trolley needs a safety chain to the winch.

Worksafe protocol for freezeing the site. Especially haul out. Review Health & Safety Manual for instructions on how to freeze sites in the event of an accident.

Haul out – centreboard sailors & others wandering through the haul out area during the weekend. Ask Centreboard to enforce the haul out exclusion area. Check signage.

3 Health & Safety meetings since the last Committee meeting

0 accidents or incidents reported

Hazzard identification & remedial action underway

## 5 Finances

A profit & loss report for the previous month, invoices for payment & a list of credit card transactions were distributed prior to the meeting.

- A YTD budget column to be added to the P&L Report
- D19 check the cost of repair was on-charged to the licence holder.

Resolution	That the P&L to 31 October 2022 be accepted, the invoices for payment (as circulated & listed on the agenda) & credit card transactions be accepted. Proposed M Carere/Seconded M Simpson: Carried
------------	---

Resolution	That P McLea be issued a \$1,000 credit card on the marina’s ASB account. Proposed M Carere/Seconded M Lucas: Carried
------------	--

## 6 Insurance

Renew with Vero, & when valuations are received other options can be explored.

When valuation is received:

- Enquire to Bay Insurance as to whether they could provide an underwriting option for the marina

- Enquire 3-4 NZ marinas - who are you insured with & who is your underwriter?

## 7 E Pier Refurbishment

Preliminary replacement of 30 bolts – will this be part of the contract?

Before the document can be finalised the Committee needs:

- feedback from contractors &/or Bellingham Marine who have previously undertaken this type of work, as to acceptable solutions when a tie rod can't be removed or breaks in the conduit.
- Bellingham Marine to advise on the engineered solution to broken tie-rod that can't be removed from the conduit.

W Miller - can you provide these answers by 15<sup>th</sup> November?

There is an internal requirement for a general meeting of the berth licence holders to approve the “major transaction”. This meeting will need to be held before any final contract can be signed by the Club but can't be held until the value of the project is known. The KCC Marina Trust will also need to be consulted & approve the expenditure

## 8 Berth Licence Transfers

Resolution	That the following berth licence transfers be recommended to the KCC General Committee for ratification subject to receipt of the required paperwork:		
	D12 (12m)	M & H Johnson	R Haslar & J Haslar
	E30 (18m)	R Haslar	P & S Doubleday
	D17 (16m)	P & S Doubleday	M & R Lodge
	D32 (12m)	R Goord	I Lapanovich & V Mitchell
	D34 (12m)	R Goord	B & S Penchev
	Proposed P Woods/Seconded M Carere:		Carried

With the I Lapanovich purchase of D32 the issues raised last month, caused by the late withdrawal of a licence for sale by A Spiers has been resolved.

## 9 General Business

### 9.1 Ships Repairers Liability

M Carere queried whether upholsterers required ship repairers liability insurance cover. All contractors must have Ship Repairers Liability Insurance to access the marina.

### 9.2 KCC Marina Trust Term Deposits

\$200,000 term deposit to be split as per D Brock's emailed recommendations.

### 9.3 Marina Asset Management

M Lucas tabled a proposal for the consideration of the Committee. An additional meeting was set for 22 November 6pm to discuss the proposal.

### 9.4 Gates

Access to a manual reset 'key' to be organised so that out of office hours management of the security gates can be implemented. A lockbox with a manual reset 'key' will be installed. Marina Committee can call a staff member for access to the lockbox.

Follow up on the B pier programming problem from early November, what caused the pier to be open? The emergency button was not activated & it appeared to be a programming issue.

### 9.5 In Water Hull Cleaning Protocol

The In-Water Hull Cleaning Protocol was adopted by the Club & has been communicated to Club members. The contractor undertaking in water hull cleaning has ship repairers liability insurance.

### 9.6 Marina Committee Background

M Lucas suggested that the marina committee members introduce themselves at the next meeting with a short background.

Next meeting  
22 November 2022

Meeting closed 8.38pm