

Kerikeri Cruising Club (KCC) Marina Committee Minutes

Meeting Tuesday 11 October 2022 at the Kerikeri Cruising Club clubhouse, 346 Opito Bay Road, Kerikeri The meeting commenced at 6.00pm

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

M MacDiarmid, P McLea (attending), W Miller (by Zoom)

1 Apologies

None

2 Marina Breakwater Refurbishment

A revised draft tender document (drafted by W Miller) for replacement of the tie rods, fitch plates & whalers on the marina breakwater had been circulated to the committee prior to the meeting. W Miller spoke to the draft & discussed the committees questions. In particular the prioritisation of stainless steel, the lump sum contract versus charge up nature of the contract, whether the tie rod portion of the work should be done first & separately to maintain the integrity of the marina structure.

It was agreed that a meeting for the sole purpose of discussing the tender document would be scheduled with W Miller in person & the marina committee, P McLea & M MacDiarmid in attendance.

The logistics of vessel accommodation & movement during the work was discussed. BOI & Whangaroa marinas may be able to assist if sufficient notice is given. The number & size of the boats involved will be advised. R Dempster & M MacDiarmid to develop this plan.

W Miller departs meeting.

3 Minutes of the Previous Meeting

Resolution	That the minutes of the previous meeting 13 September 2022 be accepted. Proposed R Dempster /Seconded Carere: Carried
------------	--

4 In Water Hull Cleaning Protocol

The Marina Committee resolved to adopt an In Water Hull Cleaning Protocol to cover the marina & Club pile mooring areas. In addition the marina will organise & pay for signage & flags, request NRC training on *In Water Hull Cleaning Rules* for G Gillbanks, seek a safety plan from another diver commercial to compare against the protocol now adopted, seek a CV from G Gillbanks on diving experience & qualifications.

Resolution	It was resolved that the Working Protocol for In-water Hull Cleaning within the KCC Marina & Pile Mooring Areas October 2022
------------	--

	<p>Any person engaged in in-water hull cleaning must:</p> <ol style="list-style-type: none"> 1. Sign in at the office before commencing cleaning. Sign in will include details of boats being cleaned, precise location, name of 'second' person (see 4 below), emergency contact details, 2. Comply with Northland Regional Council "In-water Hull Cleaning Rules" 3. Use signage (including dive flag & written description of the activity being undertaken) at the marina pier (gate end & at the vessel being cleaned) or boat ramp closest to the pile moorings & on the boat being cleaned 4. Ensure a second person (can be the vessel owner or someone else) is always present during the clean to assist if necessary. This person must have a communication device to ensure help can be called if required. Any paid person fulfilling this role must wear a buoyancy aid. <p>be accepted.</p> <p>Proposed P Woods /Seconded P Pedersen: Carried</p>
--	--

5 Health & Safety & Maintenance

Potholes near the boat ramp need filling. To be reported as near miss – twisted ankle 11/10/22. No accidents or incidents reported apart from near miss above, 2 health & safety meetings held since last committee meeting.

6 Maintenance

Bore pump replaced as it was flooded during a heavy rain event when the power went off & the bilge pump was unable to operate. Bilge pump with independent power supply to be installed.

Winch wire (3-year lifespan), strop & bridles (annual replacement) & shackles have been installed. New chocks, new padeye made & fitted. Additional plastic barrels for waste installed.

Tide charts checked, Marsden Cove closer than Doves Bay for accuracy.

Following the annual pile audit, P McLea reported that 20 piles require replacement. Pile options – R Dempster will research pile options.

No thefts noted

Shower/toilet locks being replaced as unserviceable

7 Matters Arising

Issue	Who	Actions	Status
Licence Referencing	M Lucas, D Brock	The numbering/referencing in the licence is not accurate. How can this be reviewed & amended? General Meeting of the Licence Holders so could be at a special general meeting or the 2023 annual general meeting. Review documents (licence, rules, constitution etc) to be undertaken	
Reclamation Title	T Bingham	A final agreement on which entity will pay the cost of the reclamation title has	Underway

		not been reached. Valuation has been initiated	
Disabled Parking at the Marina	Staff	Waiting dry weather for installation	Underway
Breakwater Refurbishment	Committee	Project specification & tender document to be finalised	Underway
Lighting around marina office	Staff	Additional light to be installed on the A pier facing building wall. & research lights on the gates. Quotes being sought	Underway
Septic System Review	M MacDiarmid	Put this project on hold for now as was internally generated & other priorities take precedence.	Completed
Haul out Consent Variation	D Brock, M MacDiarmid	Check with NRC, Paul Maxwell, are power tools permitted.	

Resolution	That a vacuum sander be purchased via the BOI Marina contact. Proposed P Woods/Seconded P Pedersen: Carried
------------	--

Haul Out	M MacDiarmid	Haul out water quality: Independent water testing has been organised & begun. Further testing is scheduled to get a comprehensive understanding of the performance of the current treatment system.	
Refurbishment Account Investments		D Brock will review investments & report monthly to the marina committee	
Defibrillator Purchase	M MacDiarmid	Purchase & install on marina building	Underway

8 Correspondence

From/To	Regarding
B Carter	Berth rental prices – Arithmetic check on % change will be conducted & any error corrected. Annual fees directly relate to marina expenses (operating & refurbishment) whereas berth rental is market rate driven but tempered by the Club's history of providing affordable facilities (KCC marina berth rental extremely competitive compared to alternatives). The two charges (fees for licensees & berth rental) are not interlinked.
Youth Worker	M Carere to advise breakwater is likely to be unavailable due to refurbishment project

9 Finances

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

Chock for haul out – is Northland Sea Safety adequately insured & certified to provide these items?

Resolution	That the P&L to 30 September 2022 be accepted, the invoices for payment (as & listed on the agenda) & credit card transactions be accepted.
------------	---

10 Fanworm Incident

A report of the Mediterranean Fanworm incursion was circulated with the agenda. The vessel risk factor was misjudged due to information about its provenance but in general the processes in place have worked very well over the approximately six years they have been in place. The NRC in water hull cleaning rules will be rigorously applied in the marina & on the Club's pile moorings as an additional safety measure & the berth rental protocol will be reviewed to see if there are any practical improvements that can be made.

11 Berth Rental Rates

Resolution	That the non-member & peak daily rental rates be increased as tabled at the September meeting of the marina committee be accepted. Proposed R Dempster/Seconded M Carere: Carried
------------	--

12 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: D33 Estate of D Pollock to M Lawton & E Alice- Proposed R Dempster/Seconded D Brock: Carried
------------	--

13 Licence Transfer Dispute

The licence holder of berth C5 advised KCC verbally, in writing & by signing a copy of the *Deed of Assignment* that they wished to sell/transfer the licence. The Club introduced a potential purchaser to the licence holder who viewed the berth, tried their boat in the berth & also signed the *Deed of Assignment*. The purchaser has also altered their vessel to fit within the berth boundaries. After these events the licensee advised they no longer wish to sell the licence. The purchaser is seeking assistance from the Club to force the licensee to sell the licence. The Club's solicitor's initial advice is that the dispute is between the vendor & the purchaser. Subsequent advice is being sought after a formal letter from the club member/purchaser who has sought his own legal advice.

14 Insurance

The annual process of renewing & reviewing the Club's insurance began several weeks ago with a meeting between M MacDiarmid & the Crombie Lockwood agent. The Club's insurance year runs to 30 November. Among other requirements a valuation of the seawall was requested by the current underwriter to insure the seawall. This valuation was being sought but subsequently the current underwriter has withdrawn the offer of terms to insure the seawall. Alternative underwriting for this portion of the insurance is being sought. A UK underwriter used by approximately 12 other NZ marinas will offer terms for the seawall but at considerable additional cost (minimum of \$40k additional per year TBC as the other quotes are finalised).

M MacDiarmid will work with the agent to explore options & a meeting with the insurance agent to present these to the marina committee will be organised asap. Enquiries will also be made via NZ Marina Operators Association as to how other marinas are addressing the issue of significant increases in premium prices.

Membership eligibility criteria decisions will impact on who can hold marina berth licences in future.

The 2022 Club AGM directed the General Committee to review the accounting & audit processes as well as the Club's Constitution to ensure the Club can meet it's obligations with regards to the filing of audited financial reports.

Next meeting
8 November 2022

Meeting closed 9.42pm