Kerikeri Cruising Club (KCC) Marina Committee Minutes

Meeting Tuesday 9 July 2024 at the Kerikeri Cruising Club clubhouse, 346 Opito Bay Road, Kerikeri
The meeting commenced at 6.00pm

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

M MacDiarmid, P McLea (attending)

1 Apologies

M Lawton

Resolution	That the apologies above be accepted. Proposed R Dempster /Seconded M Simpson: Carried

2 Confirmation of Minutes

Resolution	That the minutes of the 11 June 2024 meeting of the Marina Committee be accepted. Proposed T Milicich/Seconded P Woods: Carried

3 Health & Safety

2 Health & Safety meetings since the last Committee meeting
1 accidents: a member of the public (now in the process of joining the Club) slipped on the eastern boat while unloading his dinghy. He sustained a stress fracture to his kneecap as a result of the fall. Monthly assessment of the condition of the boat ramps & cleaning when necessary has upgraded to a monthly clean.
B Pier gangway replacement to be a priority for replacement as a health & safety issue

4 Marina Maintenance

Water tanks – are full.

4.1 Haul Out

Alloy wheels have been sourced & the same length studs will be used. Tyres have been sourced. Wheels will be checked for cracked at stud holes & beads. Shank studs will be used to allow use of the existing studs.

Front axle repaired, now needs painting & reinstall.
Winch tensioning this safety issue may be resolved with operating procedures.

Operating Procedure – redrafting underway. A loadcell may be used to ascertain the load on the winch as a one-off exercise or possibly for every vessel on the margin of the trolley weight limit.

P McLea departs.

5 Refurbishment

5.1 Gangways

Full installation quotes for B pier gangway to be sought
A Pier Gangway – to be refurbished in-house (paint, ply, non-slip)

5.2 Finger through rods, walers & corner frame replacement project – In-house Project

14 fingers with 6 now completed including the sample finger. Now E pier refurbishment has begun this project will restart as staff time & weather allows.

5.3 E Pier Refurbishment Project

Letter from TMS read to the committee. Letter to be referred to the Engineer.
The contractor has forwarded a fourth payment claim which is currently with the Engineer for review. Approvals from the Engineer before KCC Marina Trust will authorise payment. The barge has arrived & work has begun. Plumbing & electrical services on E pier were disconnected prior to the arrival of TMS. Three issues have arisen with the components delivered by the contractor (see email from R Brown). The Club has advised that while the counter-bored & flipped walers are acceptable (subject to the Engineers approval), the Club is determined to have "one-piece" through rods installed without after-market cuts, welds & cold galvanising. R Brown is addressing these with.

5.4 C & D T-head Refurbishment & Pile Replacement

The specifications & tender documents have been circulated to potential contractors & tenders are due 12 July 2024. If no competitive tenders are able to meet the timeframe, then immediately re tender for completion in 2025.

6 Matters Arising

Issue	Who	Actions	Status
Haul Out	P McLea	SOP or mechanical solution for winch braking/issues	
Refurbishment Funding Ideas	M Lucas	Refurbishment Fund Contribution Levy still in development	

7 Correspondence

From/To	Regarding
E Pier occupants	Targeted emails & phone calls where necessary regarding E Pier refurbishment plans, vessel relocation, pier access.
M Wright	Request to consider a licence swap B3 for D20 if required to accommodate a vessel. See attached email. NB: the dimensions of B3 & D20 are different hence the concern that the vessel will not fit into D20. It was resolved that the Marina Committee has no objections to a licence swap for this purpose if required. Proposed T Milicich/Seconded M Simpson: Carried
TMS	To be dealt with by the Engineer
R & J Olds	12 months & letter to advise what happens
P Warren	Peter Warren has requested a Zoom meeting at the August meeting of the Marina Committee. He wishes to state his case for a shared vessel ownership to enable the vessel to occupy his licenced berth. August meeting will struggle with achieving a quorum. Instead, Marina Committee will accept the vessel if P Warren provides proof of ownership i.e. named party on insurance & as a condition the vessel must be moored in the marina for 12

	months minimum.
M Riley	Letter with requesting waiver of the requirement for probate prior to transferring a berth licence as part of an estate, making an exception to the standard visitor pool process to allow this licence to continue receiving pool income despite its very long-term pool status, request for correspondence in relation to the berth licence to be sent to M Riley. Correspondence will continue to be sent to estate's lawyer & the address on file until other information is provided by the lawyer. To ensure the Club's safety the probate requirement is not able to be waived.

8 Financial

	Total Value	Notes
Invoices	$21,295.07	List circulated with agenda
Credit Card Transactions	$500.69	List circulated with agenda
Debtors	$15,434.22	Primarily berth rental with $10,199.90 current debtors
Wage reconciliation	$7,271.38	Monthly reconciliation + $6,500 automatic payment
Berth Rental	$70.43	transfer for berth rental. June adjustment is small as berth rental is invoiced in advance & most invoices in June relate to July berthage.
Refurbishment Fund Contribution	Completed for 2023/2024 year	Transfer to KCC Marina Trust

Financial statement tabled. It was noted that several key year end adjustments are still to be made, in particular, insurance pre-payments.

Resolution	That the invoices as circulated, wage reconciliation, berth rental reconciliation be approved for payment & the credit card transactions & debtors (Haigh Workman up to $7,314 with an adjustment to be made for the fuel jetty portion of the invoice to be paid by the Club, berth rental at BOI Marina $2,000) be accepted. Proposed T Milicich/Seconded M Carere: Carried

9 Compliance

NRC have granted an extension to 19 July for provision of haul out documentation.

10 Policy

None this month

11 Licence Transfers

Resolution	That a recommendation be made to the KCC General Committee that the licence transfers for A12 (10m) from Pete Woods to Ken Geard D20 (12m) from Hans & Florence Smith to Carl, Cath & Kurt Stougie be approved (signed & sealed) by the Club, subject to receipt of completed paperwork. Proposed R Dempster/Seconded M Carere: Carried

	Abstain: P Woods

12 General Business

12.1 ASB Access

Resolution	That ASB access for V Glover-van Paridon be approved for the purpose of administering marina funds. This will not include the ability to authorise payments. Proposed R Dempster/Seconded T Milicich: Carried

12.2 E Pier long/short fingers

Held for later meeting

12.3 AGM Date

The General Committee has suggested revising the AGM timetable to:
Tuesday 1st October – Berth Licence Holders (if acceptable to Marina Committee & KCC Marina Trust)
Thursday 3rd October – Club
These dates are acceptable to the Marina Committee.

12.4 Management Fee

M Carere & T Milicich to present a proposal to T Bingham & D Brock

12.5 Speed in the Marina Fairways

- M McBain
- Panda
- Tinny on D Pier

Send correspondence to slow down, wake is causing issues for other vessels.

12.6 Haul Out Trolley

Is trolley inspection part of the SOP – yes several inspections part of SOP

Meeting closed 7.03pm

Next meeting 13 August 2024
Marina Committee usually meets 2nd Tuesday of the month