Kerikeri Cruising Club (KCC) Marina Committee Minutes

Meeting Tuesday 18 November 2024 at the Kerikeri Cruising Club clubhouse, 346 Opito Bay Road, Kerikeri The meeting commenced at 6.00pm

T Milicich (Chair), I Lipanovic, R Dempster, M Carere, A Schuck

M MacDiarmid, (attending)

1 Welcome

Attendees welcomed. It was noted that the meeting would not follow the agenda order. Agenda items would be prioritized as the quorum was at risk.

2 Apologies

M Lawton, D Williams, A Schuck

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

3 Confirmation of Previous Meeting Minutes

Resolution	That the minutes of the 8 October 2024 meeting of the Marina Committee be accepted. Proposed I Lipanovic /Seconded M Carere: Carried

4 Financial

Financial statement circulated.

1. Financial Statement, noted:
    a. The Management Fee Payable by the Marina has been adjusted to $50,000 as per the agreement with the General Committee
    b. A new expense “R & M Contribution to Club” has been inserted at the rate of $19,300 being $100/berth as agreed with the General Committee
    c. Haul Out Income budget has been adjusted to reflect that income from this activity now credited to the Club. Haul out expenses are now being charged to the Club including wages related to that activity
    d. The changes above have an impact on the fees required to be collected from licence holders. An adjustment for the change will be included in the January fees invoices.

Resolution	That the financial statement to 31 October 2024 as circulated be accepted. Proposed I Lipanovic /Seconded M Carere: Carried

2. Invoices for payment, Credit Card payments & automatic payments

To assist with the annual audit process, invoices for payment & credit card transactions for approval will be circulated as a list with details to the Committee & noted in the agenda & minutes with a total approved/accepted (as per the table below).

	Total Value	Notes
Invoices	$17,862.88	List circulated with agenda
Credit Card Transactions	$247.75	List circulated with agenda
Debtors	$16,882.90	Primarily annual fees
Wage reconciliation	$8,061.40	Monthly reconciliation + $6,500 automatic payment
Berth Rental	$10,913.72	Monthly transfer for berth rental account
Refurbishment Fund Contribution	Schedule Feb/Mar 2025	Transfer to KCC Marina Trust for 2nd instalment of 2024 2025 contribution
Refurbishment Expense Invoices	$51,750 $23,810	Payment Claim #1 for piling & t-head project – materials 50% B pier gangway replacement These budgets have previously been approved. Budget is available in the accounts held by the KCC Marina Trust. Summary of balances circulated

Resolution	That (as noted above) the invoices for payment, wage reconciliation, credit card transactions, debtors balance & refurbishment expenses invoices be accepted. Proposed R Dempster /Seconded T Milicich: Carried

5 Matters Arising & Refurbishment

Issue	Who		Status
Refurbishment Fund Levy	M Carere, T Milicich, T Bingham, D Brock	A proposal was presented to the Marina Committee. The levy would be 10% plus GST. The levy would not be applied to transfers to existing licensees.	Ongoing

Resolution	The Marina Committee recommends the Refurbishment Fund Levy proposal for consideration by the General Committee & information of Club members, with the proviso that licence transfers to existing licensees be exempt from the levy. Proposed M Carere/Seconded R Dempster: Carried

Out of Zone Membership (OZM)	The Marina Committee considered the OZM proposal. & recommends it for consideration by the General Committee & information of Club members for further development. Proposed M Carere/Seconded T Milicich: Carried

Resolution	The Marina Committee recommends the Out of Zone Membership proposal for consideration by the General Committee & information of Club members for further development. Proposed M Carere/Seconded T Milicich: Carried

6 Licence Transfers

Resolution	That a recommendation be made to the KCC General Committee that the licence transfers for D20 (12m) from M Wright to Juliana Williams be approved (signed & sealed) by the Club, subject to receipt of completed paperwork. Proposed M Carere/Seconded R Dempster: Carried

7 Matters Arising & Refurbishment

7.1 Marina Berth Finger Extension

Quote for the engineering received (circulated with this agenda). The Marina Committee has undertaken to meet half the cost.

T Milicich & I Lipanovic to draft & finalise the terms & conditions of the finger extension project including:

- How is the cost of extending the fingers to be reflected in the maximum transfer price for the affected licenses or otherwise recouped by these licensees. The costs met by the contributing license holders could accrue to their MTP as an 'add on' or extra which they could ask for when selling the license. Any purchaser would have to agree just as they currently negotiate any asking price, whether it is at MTP or below.
- Legal review costs to be met by the affected licensees
- Manufacturing & installation costs to be met by the affected licensees

R Dempster will talk with B Morgan & G Dixon to update after the meeting 18/11/24
M MacDiarmid will email:

- 4 initial licensees advising cost of engineering & process for transferring “risk capital” to cover 50% of engineering cost & amount required
- Other licensees on E pier who may wish to extend their berth finger with an introduction & invitation to participate in the project.

Resolution	To commission engineering for E pier finger extension from Shorewise Engineering Ltd subject to receiving 50% of the quoted cost from affected licenses into a marina bank account. Proposed M Carere/Seconded R Dempster: Carried

8 Correspondence

From/To	Regarding
G Nicoll & L Kupka	It was resolved to approve the live aboard request from G Nicoll & L Kupka Proposed R Dempster/Seconded M Carere: Carried
A Pattie	Request for fendering on breakwater – P McLea to install sacrificial timber fendering as discussed previously.
T Browne	Commercial use proposal Received, issue not being considered as an option at this time.

9 Matters Arising & Refurbishment

9.1 2025 Pile Replacement

Resolution	That the pile audit & piling report/recommendation for the marina be accepted & pricing be sought for pile replacements as reported. Proposed T Milicich/Seconded R Dempster: Carried

9.2 A & B Pier

Resolution	That the Marina Committee will use some of the Research & Planning budget to investigate the engineering feasibility of: • extending 12m to 14m berths on B pier, • locating berths on the t-heads on A & B piers, & • installing full fingers to reduce the number of piles on A & B piers. Proposed T Milicich/ Seconded I Lipanovic: Carried

2024 Piling Replacement & T-head refurbishment	First invoices received for materials. First deliveries anticipated within a couple of weeks. Work start date TBC.
Refurbishment Plan Update	An updated refurbishment plan budget / cash flow plan was circulated at the meeting. It was noted there are some big ticket items that require further research e.g. full replacement of C & D piers in 2033 when the pontoons are 30 years old doesn't reconcile with the experience of 30+years pontoon lifespan on the breakwater.
2024 Finger Refurbishment	Project has restarted with the recruitment of new staff.
B Pier Gangway	Ordered & will be installed with pile replacement & t-head refurbishment
C Pier Refurbishment	Will be the first item on the Project Manager's to do list
Sander	Will be removed from the agenda as now a Club issue
Engage Club Project Manager	C Pier Refurbishment project
Rental Pool Disbursement Policy details	M MacDiarmid to draft

10 Health & Safety

Health & Safety meetings since the last Committee meeting – 2
2 Incidents
1 Accident

New safety initiatives are being implemented. Summary circulated. Over the next couple of months, these new safety initiatives should result in more comprehensive reporting to all the Club's committees.

C Pier utility hatches – replace compromised ones.

11 Compliance

No update or change this month. M MacDiarmid will follow up with NRC as to status of application for sander & storm water monitoring.

12 Policy

No update or change this month

13 General Business

13.1 Minimum Visitor Pool Availability Period

Issue: Perception that lots of people are putting their berths in the pool for a couple of days at a time & that this is causing lots of work…
Last year's visitor pool data showed there were 5-6 people who put their berths in the pool for 4 or less days. In which case, it hardly seems worth the effort of making a new policy. This is a small problem not worth spending time to resolve.

14 Licence Transfers

Resolution	That a recommendation be made to the KCC General Committee that the licence transfers for D20 (12m) from M Wright to Juliana Williams be approved (signed & sealed) by the Club, subject to receipt of completed paperwork. Proposed M Carere/Seconded T Milicich: Carried

Meeting closed 7.50pm

Next meeting 10 December 2024
Marina Committee usually meets 2nd Tuesday of the month