Kerikeri Cruising Club (KCC) Marina Committee Minutes

Meeting Tuesday 8 April 2025 at the Kerikeri Cruising Club clubhouse, 346 Opito Bay Road, Kerikeri
The meeting commenced at 6.00pm

T Milicich, M Carere, D Williams, R Dempster, I Lipanovic, G Nicholl

M MacDiarmid, (attending)

1 Apologies & Committee Membership

M Lawton

Resolution	That the apologies above be accepted. Proposed I Lipanovic /Seconded R Dempster: Carried

Resolution	That Alex Schuck's resignation from the marina committee be accepted. & thanked for contribution be sent. Proposed M Carere /Seconded R Dempster: Carried

Resolution	That G Nichol appointment to the Marina Committee be accepted. Proposed M Carere /Seconded R Dempster: Carried

Resolution	That with M Lawton resigning from the position of Chair of the Marina Committee (emailed to Marina Committee members) T Milicich be appointed as Chair of the Marina Committee of the Marina Committee. Proposed M Carere /Seconded R Dempster: Carried

Resolution	That I Lipanovic be appointed as Deputy Chair of the Marina Committee. Proposed M Carere /Seconded R Dempster: Carried

2 Confirmation of Previous Meeting Minutes

Resolution	That the minutes of the 11 March 2025 meeting of the Marina Committee be accepted. Proposed I Lipanovic /Seconded D Williams: Carried

3 Health & Safety

A copy of the Safe365 Summary Report attached to this agenda. Points of interest & FYI:

- Checklists, the "Haul out condition & daily checks" and "Haul Out Relaunch Checks" continue to accumulate because every haul out involves safety checks before haul & relaunch. "Club/Marina General Health & Safety Meeting" checklists also accumulating showing regular weekly focus on safety. These meetings currently focus on incident & risk discovery & offer an opportunity to ensure follow-up.

A contractor manual has been drafted. The manual will be applied to any contractor undertaking work for the Club. Draft circulated for committee information.

4 Maintenance & Refurbishment

Marina water samples now meet the potable water requirements. Preventative maintenance on all systems largely documented on monthly checklist & tasks resulting from the annual marina condition audit (in-house version).
Items of note the month: marina annual audit underway & mostly complete (i.e. Only marina piles with oversize fenders remain unaudited), E pier through rod nuts all require tightening after recent easterly swell. Some waler movement has been observed on E pier. B pier pontoon at gangway under investigation as lighter gangway results in higher pontoon level & bowing in the pier between pontoons.

Wet & forget marina piers to clean. Look into it. Or waterblast piers.

The current projects list was reviewed with the following notes:

4.1 Pile Replacement & T-head refurbishment

Project complete with final payment claims being processed. The Engineer has approved $167,512.14 + GST, less retentions. The Engineer has requested additional information from the contractor in relation to this sum. See below for decision on payment of this claim.

4.2 Additional Funding for Refurbishment

Berth Licence Holders approval being sought for change to the Berth Licence Rules re the introduction of a "Refurbishment Fund Levy". Proxy votes will be sent on 17th April, due by 15th May with implementation of any decision on 21st May 2025.

4.3 B Pier Gangway

Installed & completed. Anti-slip installed on pier plate.

4.4 Project Manager

A Schuck appointed. Scheduled to attend May Marina Committee meeting. Currently obtaining "Engineer" quotes for next piling replacement & C pier refurbishment projects. Also, researching options for refurbishment or replacement of A & B piers.

4.5 E Pier Finger Dock Extension

Total Marine Services has forwarded a price for production & installation of the Shorewise engineered plan to extend the finger docks. First analysis shows a cost of between $70,000 to $90,000 per finger for the extension work. A significant portion of this cost is changing timber piles to steel with significant deeper embedment. This change is required to meet the loadings calculated for the extended finger docks. The costs will be advised to the interested berth licence holders.

4.6 E Pier Corner Frame & Finger Dock Refurbishment

Requires approval from the KCC Marina Trust

5 Correspondence

From/To	Regarding
P McNeil	C Pier gate recommendations for access improvement
Resolution	That C pier gate be altered as suggested. Proposed T Milicich/Seconded R Dempster: Not carried Abstain T Milicich

6 Financial

Financial statement circulated.

Resolution	That the financial statement to 31 March 2025 as circulated be accepted. Proposed R Dempster /Seconded T Milicich Carried

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	$151,950.92	List circulated with agenda. $23,810 is refurbishment expenses. $7,333.75 has been prepaid by licensees.
Credit Card Transactions	$813.01	List circulated with agenda
Debtors	$41,378.66	Primarily annual fees as at 2 Apr 2025
Wage reconciliation	$9,239.61	Monthly reconciliation + $6,500 automatic payment
Berth Rental	$10,164.53	Monthly transfer for berth rental account
Refurbishment Fund Contribution	$0	Next due Jul – Dec 2025 period

Resolution	That (as noted above) the invoices for payment, wage reconciliation, credit card transactions, debtors balance and additional invoices for payment tabled at the meeting: be accepted & approved. Proposed T Milicich /Seconded I Lipanovic: Carried

Refurbishment Expense Invoices	$254,680.27 inc GST	See details on list circulated. Final payment claim (except retentions) on piling & t-head refurbishment project & “engineering” services.

Resolution	That (as noted above) the portion of the invoice approved by Haigh Workman from Dixon Stainless Manufacturing be accepted & approved with the remainder of the claim to be advised when queries resolved. Proposed T Milicich /Seconded R Dempster: Carried

7 Compliance

No issues for discussion this month

8 Policy

The Committee reviewed the draft policy & agreed to recommend it to the General Committee with the following amendments:

- Remove from “not” in point 2.
- Add in the “must be at the top of the waiting list”.

Resolution	That the draft policy on multiple berth licence ownership be recommended to the KCC General Committee for adoption. Proposed T Milicich /Seconded G Nicholl: Carried

9 General Business

9.1 R Dempster

Advises he has resigned from the General Committee.

9.2 Internet upgrade for Security & stability

A quote has been provided to upgrade the internet at the marina office to Star Link. Background details circulated with agenda.

Resolution	That Starlink internet connection be pursued as outlined. Proposed M Carere/Seconded R Dempster: Carried

9.3 Reclamation Title Purchase Funding

Marina Committee has been asked to make recommendations for how this could be funded & will discuss/brainstorm with a view to making a recommendation to the General Committee.

10 Licence Transfers & Waiting Lists

Resolution	That a recommendation be made to the KCC General Committee that the licence transfers for A28 (10m) from Zack Holly & Jill Douglass to Paul Tingey D38 (12m) from Alan & Daphne Muller to Adrian & Kate Herring A19 (12m) from Kris Sunde to Peter & Linda Hendl A15 (12m) from Graeme & Carol Smylie to Troy Moon be approved (signed & sealed) by the Club, subject to receipt of completed paperwork. Proposed M Carere/Seconded R Dempster: Carried

Meeting closed 7.27pm

Next meeting 13 May 2025
Marina Committee usually meets 2nd Tuesday of the month (no meeting January)