

Kerikeri Cruising Club (KCC) Marina Committee Minutes

Meeting Tuesday 10 December 2024 at the Kerikeri Cruising Club clubhouse, 346 Opito Bay Road, Kerikeri The meeting commenced at 6.00pm

T Milicich (Chair), I Lipanovic, M Carere, A Schuck, D Williams, A Schuck

M MacDiarmid, P McLea (attending)

1 Welcome

Attendees welcomed.

2 Apologies

R Dempster, M Lawton,

Resolution	That the apologies above be accepted. Proposed T Milicich /Seconded I Lipanovic: Carried
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3 Confirmation of Previous Meeting Minutes

Resolution	That the minutes of the 18 November 2024 meeting of the Marina Committee be accepted subject to removal of P McLea from the attending list. Proposed I Lipanovic /Seconded T Milicich: Carried
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4 Health & Safety

Safety ladders – add one for every berth pen for 2025/2026 budget
Mooring line floating in the fairway was remedied by staff.

5 Maintenance & Refurbishment

Oil spill kit installed at boat ramp/winch shed is being opened approximately twice a week by curious

E pier fender strip timber purchased & will be fitted asap

Water sleeve on UV treatment unit may need replacement

6 Matters Arising & Refurbishment

Issue	Who		Status
Marina Reconfiguration	I Lipanovic	Proposal forwarded to December meeting of the General Committee	

Refurbishment Fund Levy	M Carere, T Milicich, T Bingham, D Brock	Approved for information meeting of Club members. Club to organise.	Ongoing
Out of Zone Membership (OZM)	General Committee	On hold	

6.1 Marina Berth Finger Extension

Issue	Who		Status
Draft financial terms & conditions	T Milicich, I Lipanovic	Draft will be sent to General Committee for consideration	
Survey other licensees on E pier for interest to also extend finger docks	M MacDiarmid	Total of 8 surveyed 3 interested 5 not interested in pursuing	Complete
Invoice original 4 licensees for 50% of engineering cost & commission work on receipt of funds	M MacDiarmid		Complete
Legal review		Following acceptance in principle by General Committee	

Resolution	The Marina Committee recommends the Club accepts the proposal to extend the finger docks & forward the terms & conditions as drafted for review by the Club's lawyer, Law North. Proposed I Lipanovic/ Seconded M Carere: Carried
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6.2 2025 Pile Replacement

Resolution	That a request be made to the General Committee that the 2025 pile replacement programme be implemented without the engagement of an Engineer as it is repeat work & one of the two pre-approved contractors will undertake this work. Proposed D Williams/Seconded A Schuck: Carried
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2024 Piling Replacement & T-head refurbishment	First invoices received for materials. Work start date 20 Jan 2025.
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. R Brown advises "It is quite hard to predict the exact durable life of concrete pontoons, depends on the construction quality and maintenance carried out. Generally it is accepted as 30-40 years with 35 years is used as an average, some marinas have achieved more. The pontoon rating is a visual assessment only. The condition rating for the walkway pontoons is based on the average across the pier rather than individual pontoons, generally yours are all in similar condition. The pontoons were rated as Condition 3 with a remaining life of 40% - 25%, so being at the better end of the grading gives a

	<p>remaining durable lift of 14 years, that is why I recommended having funds available for a replacement in 10-15 years so that the club is collecting more funds than required rather than having a shortfall when it comes around.</p> <p>Given that the pontoons may be on the borderline of good to moderate condition the actual replacement timeframe could be closer to 15 to 20 years.</p> <p>Based on the performance of E pier I think that it would be fairly safe to budget the levies based on 13 to 20 years and reassess at the next condition assessment in a few years time.”</p> <p>An extra meeting will be scheduled in March 2025 for the sole purpose of reviewing the cost validation spreadsheet & discussing the timeframe of large refurbishment projects.</p>
2024 Finger Refurbishment	Project has restarted with the recruitment of new staff. Of 15 (an additional E pier corner frame was added), 9 are complete
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
Engage Club Project Manager	C Pier Refurbishment project
Rental Pool Disbursement Policy details	M MacDiarmid – see resolution below

7 Correspondence

From/To	Regarding
R & J Tingey	<p>Notice of change of “named boat” & shared boat ownership.</p> <p>Resolution: To accept the change of “named vessel” for the Tingey licence to the vessel shared with J Ferris.</p> <p>Propose M Carere/Seconded I Lipanovic: Carried</p>

8 Financial

Financial statement circulated.

Resolution	That the financial statement to 30 November 2024 as circulated be accepted. Proposed I Lipanovic /Seconded A Schuck: Carried
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1. 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	\$9,427.14	List circulated with agenda
Credit Card Transactions	\$258.03	List circulated with agenda
Debtors	\$22,150.90	Primarily annual fees
Wage reconciliation	\$6,042.01	Monthly reconciliation + \$6,500 automatic payment

Berth Rental	\$14,012.24	Monthly transfer for berth rental account
Refurbishment Fund Contribution	February	Transfer to KCC Marina Trust for 2 nd instalment of 2024 2025 contribution
Refurbishment Expense Invoices	None this month	

Resolution	That (as noted above) the invoices for payment, wage reconciliation, credit card transactions, debtors balance be accepted. Proposed T Milicich /Seconded I Lipanovic: Carried	
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Resolution	That the invoices for payment, wage reconciliation, credit card transactions payable in January 2025 will be circulated to the Marina Committee for consideration & approval via email. Proposed I Lipanovic /Seconded T Milicich: Carried	
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9 Policy

9.1 Marina Berth Rental Pool Income Disbursement Policy

To ensure continuity the following policy is recommended so that the disbursement of income from the marina berth rental pool is documented.

Resolution	<p>That the following policy be recommended to the General Committee for adoption:</p> <p>“Marina Berth Rental Pool Income Disbursement Policy Income collected from berth renters is dispersed annually. Prior to disbursement the cost of administering the pool is deducted from the income. Once the total annual income less administration is known the balance is disbursed to those licensees (& the Club) whose berths were made available to renters. 50% is disbursed on a per night basis & 50% is disbursed on a per metre basis.”</p> <p>Proposed T Milicich/Seconded I Lipanovic: Carried</p>	
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10 Licence Transfers

Resolution	<p>That a recommendation be made to the KCC General Committee that the licence transfers for</p> <p>B41 (14m) M & B Sheehan to Grant, Jean & Ben Simmons C21 (12m) Steve Pedersen & Jude Wales to Mike & Bev Sheehan C18 (14m) Steve Allbury & Claire Danks to Steve Pedersen & Jude Wales E20 (16m) Rupert Shaw & Donna Blaber to Steve Allbury & Claire Danks</p> <p>be approved (signed & sealed) by the Club, subject to receipt of completed paperwork. Proposed T Milicich/Seconded M Carere: Carried</p>	
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11 General Business

I Lipanovic will attend the General Committee as a Marina Committee representative.

Meeting closed 7.59pm

Next meeting 11 February 2025

Marina Committee usually meets 2nd Tuesday of the month (no meeting January)