

Kerikeri Cruising Club (KCC) Marina Committee Minutes

Meeting of the Marina Committee Tuesday 12 April 2022 at the Kerikeri Cruising Club clubhouse, 346 Opito Bay Road, Kerikeri & via Zoom (1 committee member)

The meeting commenced at 5.30pm

P Pedersen, M Carere (via Zoom), R Dempster, M Simpson, A Stephenson, L Ayr (Chair), D Brock

M MacDiarmid, P McLea (attending)

1 Apologies

None

2 Minutes of the Previous Meeting

Resolution	That the minutes of the previous meeting 8 March 2022 be accepted with the inclusion of "& via Zoom (1 committee member)." in the title. Proposed M Simpson /Seconded A Stephenson: Carried
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3 Health & Safety & Maintenance

P McLea

Footpath repaired

No accidents or incidents reported

4 Maintenance

Thanks to Rhys for installing the white stone in the marina gardens.

Haul out needs maintenance, review pricing, investigate varying the resource consent to allow for the use of power tools,

Coin machine – security options being looked at: fenced area, multiple door access system with FOB. Options & prices next month for 2022/2023 budget year

Line audit – advise committee of what audit will involve, some were accosted by marina users upset that lines could be replaced by the marina at their cost

Gates close so fast that trolleys are ramming them. Gates close fast so they have the momentum to close in high winds.

Aluminium tile bead – repair or replace?

Fuel jetty audit completed – recommendation for 2022/2023 budget year

Pete McLea leaves

5 Matters Arising

Issue	Who	Actions	Status
Reclamation Title	T Bingham	A final agreement on which entity will pay the cost of the reclamation title	Underway

		has not been reached.	
Dinghy Dock	D Brock	Sub-committee assessing the feasibility & cost of a dinghy dock.	When will the next meeting of this committee be?
Security Cameras	Office	Base system & licence plate camera to be installed	See recommendation

Security Camera: quotes received for base system (recorder, NVR, software) & licence plate number

Aotea Security \$4,016; Northland CCTV \$4,500; Lemy CCTV were invite to quote but work with Aotea & referred to them. Recommend the requirement for 3 quotes be waived in this instance. The two companies quoted are preferred to others because: Northland CCTV is local & well respected; Aotea has provided the marina's security gate access system. Aotea is the recommend supplier: competitive quote & ease of integrating the cameras with the marina security system.

Resolution	That it be recommended to the KCC General Committee that for the projects of installing a replacement licence plate security camera & appointing an Engineer to supervise the refurbishment of the breakwater flitch plates, whalers & through bolts that two quotes be accepted as third quotes (as required under the Club's Procurement & Financial Delegation Policy) have not be able to be obtained. Proposed L Ayr/Seconded D Brock: Carried
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Resolution	That the quote (\$4,016) from Aotea Security for the installation of a licence plate security camera & recording system be accepted. Proposed R Dempster/Seconded A Stephenson: Carried
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Water Blasting A & B pier	L Ayr	Water blaster with round head best used on A & B piers to avoid damage to timber - test	
Breakwater Water Locks Replacement	Office	Locks changed & keys distributed to E pier	Completed
Mooring Line Audit	Office		Completed
Disabled Parking at the Marina		A request has made for disabled parking at the marina. What are the requirements?	
Rubbish	M MacDiarmid	Installation with to be timed with new base system & licence plate camera	
Moturoa Gun Emplacements	L Ayr	FNDC RFS placed	Awaiting response
Fuel loading at the boat ramps	M MacDiarmid	Third parties loading fuel from private tankers at the boat ramps, what liability for the Club.	
Refuelling on marina	M MacDiarmid	Refuelling on the marina, what limit for fuelling on the marina? Old minutes will have the policy. Notice suggesting people apply for fuel card, also safety of fuelling at the fuelling jetty rather than on the marina	
Diesel Rebate	R Dempster	Rebate on diesel, could Club negotiate on behalf of all members – R Dempster will investigate. Volumes?	

6 Correspondence

From/To	Regarding
J Kensington	Request for Trust ownership of berth licence Declined to change the Club policy

Resolution	That the request to transfer a berth licence to a trust be declined as this is contrary to Club policy. Proposed M Carere/Seconded A Stephenson: Carried
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Bryan & Annette Kensington	Request for transfer preceding will execution as like the other Kensington berth licence this was meant to be owned by all the family members jointly.
Susan & Nigel Hollis	Request for transfer preceding will execution (see above)

Resolution	That the request to transfer a berth licence to S Hollis as part of a family jointly owned licence be accepted rather than insisting that the transfer wait for an estate distribution. Proposed L Ayr/Seconded R Dempster: Carried
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That the inwards & outwards correspondence be accepted.
Proposed A Stephenson/Seconded M Simpson: Carried

7 Finances

A profit & loss report for the previous month & invoices for payment were distributed prior to the meeting.

Resolution	That the P&L to 31 March 2022 be accepted. Proposed A Stephenson/Seconded P Pederson: Carried
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Resolution	That the invoices for payment (as circulated including monthly visitor pool reconciliation payment & the replacement coin machine purchase) be accepted. Proposed A Stephenson/Seconded D Brock: Carried
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Resolution	That a budget of \$1,000 be approved for a shed for storage (inc. marina spare parts & dangerous products, weed spray & fuel) be purchased & installed at the rear of dinghy lockers (currently occupied by marina spare parts). Proposed L Ayr/Seconded R Dempster: Carried NB: Three prices sourced: Tradetested \$679 + freight, Mitre 10 \$649, Bunnings \$689. Recommend \$649 Mitre option but with the addition of the timber floor \$369 which the others didn't have.
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7.1 Damage & theft in toilet/shower facilities

A coin machine from the ladies shower facility has been stolen. This is the 3rd time a coin machine has been targeted. The loss of money in the latest theft was minimal (est. less than \$10) as the machines are emptied regularly however replacing the machine is best part of \$1,000 (machine & labour). Concern has been expressed about misuse of the rubbish facility but damage & theft in the bathroom facilities is more expensive. Suggest that the emphasis be moved from the rubbish to the bathrooms as priority for additional security. Options: FOB access for bathroom doors (\$6,000); FOB access bathroom & laundry doors (\$11,000); FOB

access for ablution area (to be sympathetically fenced) \$5,500 + fence & gate (off the shelf fencing option). The security options will be refined & priced with a recommendation to the May meeting.

7.2 Marina Breakwater Refurbishment Project Engineer

Two Quotes received: Tutukaka Consultants Ltd (engineer who acted for the Club in the STF project) \$9,500; PK Engineering \$15,000 estimated (despite clear briefing the quote was rolled into another for a Club Asset Register & Condition Report). Third quote being sought from Scope however this has been sometime in the making (see recommendation to accept two quotes). Suggest that Tutukaka Consultants Ltd be selected as the ‘engineer’ for this project having served the Club well previously & providing a competitive quote. The budget for the cost of this project (including the Engineer) will be coming from the marina refurbishment account.

Resolution	That the services of Tutukaka Consultants Ltd be engaged to act as “Engineer” in the refurbishment of the breakwater fitch plates, whalers & through bolts as per the quote (\$9,500). Proposed L Ayr/Seconded M Carere: Carried
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7.3 Budget items

Review haul out prices (compare to local options & price as a breakeven venture to get alternative pricing), digger to clear drain at back of trailer car park; A & B pier metal work/bolt tightening (labour), gangway hinges, A & B pier gangways replacement or derusting, extending C pier kerb for additional space

8 General Committee Feedback

9 Policies

9.1 FOBs – How many per person?

Marina Berth Licence Holders requests an exemption to the Club policy of 1 FOB/person. The Committee discussed this at length noting that while the access system is not intended to make life difficult for berth licence holders, distributing multiple FOBs per person will lead to security breaches & unauthorised access. Any change must be a change to the policy & administrable. A FOB Policy will be drafted covering cancelling or turning off FOBs, abuse of FOBs. Committee members will consider whether an alternative policy of administering the FOBs can be devised.

Resolution	That the current “Marina Access/Security System Policy” is fit for purpose & doesn’t require change. Proposed D Brock/Seconded M Simpson: Carried
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9.2 Accepting Digital Signatures on Berth Licences, Deeds of Assignment & other Marina Berth Licence related documents

To date it has been convention that the Club requires 2 copies of original signed documents when transferring or assigning berth licences. This is increasingly challenging & time-consuming with licensees & potential licensees travelling globally, locked down or otherwise inaccessible. The Club’s lawyer was asked whether original signed documentation is still necessary or if scanned signatures are acceptable. The advice is that the Club’s rules & licence are silent on electronic signing & the keeping of electronic copies as originals rather than hardcopy originals. And, that if the Club’s committee agrees, a signed electronic copy could be acceptable as a final document.

The lawyer further suggested that clauses be added to the licence covering off execution by counter-part copies (a version signed by each licensee held together, forms one original

licence). This is not being pursued. Instead the Club would procure one document that may have a mix of original & digital signatures.

Resolution	That it be recommended to the KCC General Committee to adopt a policy that both original & digital signatures are acceptable on marina berth licences, deeds of assignment & other marina berth licence related documents. Proposed R Dempster/Seconded M Simpson: Carried
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9.3 Agenda for next month:

Trustee to replace J Graham
M Carere away in May
3rd Zoom meeting will

M Carere leaves meeting

10 Berth Licence Transfers

Resolution	That it be recommended to the KCC General Committee that the licence transfers below be ratified subject to the relevant paperwork being completed: C28 (14m) from Alastair & Pamela Stephenson to Steve & Julie May D38 (12m) from SB & J May Family Trust to Alan & Daphne Muller E08 (16m) from Kim & Maureen Harris to Evan & Jennifer Innes-Jones Proposed R Dempster /Seconded P Pederson: Carried
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11 General Business

11.1 Alastair Stephenson Resignation

Alastair Stephenson in the process of transferring marina berth licence & so no longer eligible for membership of marina committee. Resignation accepted with thanks for service to marina committee & Club.

11.2 Camera access policy

To define & restrict access for management, police & system security maintenance & to define purpose of use

11.3 Community Cameras

R Dempster enquired whether the Club camera system could host cameras monitoring sites outside the Club's property. The committee is supportive of community cameras & will assist if possible.

Next meeting
10 May 2022
Meeting closed 8.04pm