

# Kerikeri Cruising Club (KCC) Marina Committee Minutes

## Meeting Thursday 11 July 2023 at the Kerikeri Cruising Club clubhouse, 346 Opito Bay Road, Kerikeri The meeting commenced at 6.00pm

P Woods (Chair), R Dempster (Deputy Chair), M Simpson, M Lucas, D Brock, M Carere

M MacDiarmid, P McLea (attending)

### 1 Apologies

None

### 2 Confirmation of Minutes

Resolution	That the minutes of the 13 June 2023 meeting of the Marina Committee be accepted. Proposed M Lucas/Seconded M Simpson: Carried
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### 3 Health & Safety

#### 3.1 Incidents

2 incidents had been recorded during the previous month.

Accident: A Club member operating a Club RIB for centreboard activities had forgotten to take their access FOB & climbed over the gangway to exit the breakwater while doing so they slipped & fell. This had resulted in cuts & concussion. The individual was taken by a family member to Kawakawa hospital for assessment. Stiches were required for some of the cuts.

Remedial action:

Access FOBs will be attached to the keys on each Club RIB so lack of a FOB for RIB operators is not an issue.

Signs on the gangways "Do not climb over gangway"

Marina Matters to address

Gangway sidings to be designed & costed..

Near Miss: A near miss in the marina fairway was reported by one of the vessel owners involved.

Marina Matters to address

Write to both vessel owners & advise port to port passing applies in the marina & you are expected to abide by them.

The Club's Marina & General Hazard Register was tabled to the committee & discussed. The register is updated in regular (approximately 2-3 meetings per month). As a result the register will be digitised for index & searchability purposes.

## 4 Marina Maintenance

Haul out snatch block has been repaired,  
NRC tested the haul out area 10/7/2023

Pile wear strips fitted but noted that this is ongoing work, new cleats on E32 (larger), new navigation light fitted, pile audit completed, remainder of piles to be audited, E pier walers will be bored & counter sunk before treatment, finger walers will be treated after counter boring.

Pile rings are becoming impossible to install 'in-house' due to the height of the piles. Vessel options to be investigated & costed.

Electrical cables on breakwater checked & all appear to be in good condition.

New service lids fitted on C pier.

A pier finger connection bolts ready to be installed.

Septic system has a simple float to indicate high level after electrical float switch failed.

## 5 Matters Arising

### 5.1 Breakwater Tender Documents

Meeting with R Brown to clarify issues was very productive. Awaiting revised documents from Shorewise.

Book berths at BOI to clear the entire pier. Start time April/May 2024

### 5.2 Valuation

Valuer should have forwarded to LINZ by now.

### 5.3 Refurbishment Works Summary Report

Summary circulated prior to the meeting.

## 6 Finances

Resolution	That the P&L to 30 June 2023 be accepted. Proposed P Woods/Seconded R Dempster: Carried
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Resolution	That the invoices for payment as circulated & listed on the agenda be approved including V van Paridon \$77.99 rubber matting, wage reconciliation, visitor pool. Proposed P Woods/Seconded R Dempster: Carried
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### 6.1 Budget

#### 6.1.1 Refurbishment

- Club has 10% obligation on breakwater refurbishment & to be advised this will be enacted within next 12 months.
- Add \$15,750 to refurbishment fund for obligation of shared asset refurbishment
- Calculate an interest figure earned by refurbishment accounts for the 2023 2024 year allowing for interest rates, expenditure timing

#### 6.1.2 Insurance

- Crombie Lockwood has advised that another huge increase to the insurance premium is likely. This would take the annual insurance premium for the marina to in excess of \$200,000
- Investigate increasing excess to reduce premium

Draft Budget discussion Meeting Monday 17<sup>th</sup> July 2023 6pm in clubhouse

## 7 Policy

No changes this month

## 8 Compliance

NRC has been for water sampling

## 9 General Business

### 9.1 Pile Recommendations

Resolution	That pile risk assessment by Marina Manager be accepted. Proposed M Lucas/Seconded R Dempster: Carried
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Resolution	That proposals for engineer be sought to run the procurement & installation of piles as per the Club's Procurement Policy. Proposed R Dempster/Seconded P Woods: Carried
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Resolution	That the assessment of unknown piles & #1 & #2 rated piles be undertaken to assess their suitability for sleeving. Proposed R Dempster/Seconded M Simpson: Carried
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Resolution	That 28 marina piles be recommended for immediate replacement with a tender process compliant with the Club's Procurement Policy as soon as practicable. Proposed R Dempster/Seconded M Lucas: Carried
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Resolution	That an additional 20 piles be approved for replacement in year 2 (2024/2025) & 20 piles for replacement in year 3 (2025/2026) to be confirmed by the pile audits in those years & that these piles be included in the tenders sought for the 28 piles replaced in year one (2023/2024). Proposed R Dempster/Seconded M Lucas: Carried
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### 9.2 T-head Recommendations

Resolution	That T-head risk assessment by Marina Manager be accepted. Proposed P Pederson/Seconded R Dempster: Carried
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Resolution	That proposals for the role of engineer be sought to run the procurement & installation of T-head refurbishment as per the Club's Procurement Policy. Proposed R Dempster/Seconded M Carere: Carried
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Resolution	That C pier T-head components & D pier pile guide be recommended for replacement with a tender process compliant with the Club's Procurement Policy as soon as practicable. Proposed R Dempster/Seconded M Lucas: Carried
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### 9.3 NZ MOA Conference

M MacDiarmid planning to attend

### 9.4 Oil Recycling Tank

\$1,400 new tank with bunded wall. No action at this stage

Resolution	That the berth licence transfers below be recommended to the General Committee for approval (sign & seal) subject to the paperwork being completed: A30 (10m) from Alix Carere to Richard Bowers & Tracey Platt C41 (12m) from Anchor Financial Ltd to Alix Carere Proposed R Dempster/Seconded M Lucas: Carried Abstain M Carere
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Next meeting Monday 17<sup>th</sup> July 2023

Closed 8.51pm