

Kerikeri Cruising Club (KCC) Marina Committee Minutes

Meeting Tuesday 13 May 2025 at the Kerikeri Cruising Club clubhouse, 346 Opito Bay Road, Kerikeri The meeting commenced at 6.00pm

T Milicich, M Carere, D Williams, I Lipanovic, G Nicholl, M Lawton

M MacDiarmid, A Schuck (attending)

1 Apologies

D Williams, R Dempster

Resolution	That the apologies above be accepted. Proposed I Lipanovic /Seconded G Nicholl: Carried
------------	--

2 Confirmation of Previous Meeting Minutes

Resolution	That the minutes of the 8 April 2025 meeting of the Marina Committee be accepted. Proposed I Lipanovic /Seconded M Lawton: Carried
------------	---

3 Health & Safety

Work Safe recently undertook a review of marina electrical compliance. The Club along with other marina owners was asked to provide evidence of the marina's Certificate of Verification & a copy of the assessment report the accompanies the certificate. These were forwarded as requested.

A copy of the Safe365 Summary Report circulated with meeting agenda.

The revised Storm Plan was implemented for ex-tropical cyclone Tam on Wed 16/04 & Thu 17/04/2025. Slight issue with spliced lines that stretch but not enough room to adjust in storm. A 3rd VHF to be available for storms as there are usually two on-marina teams & one is required for the office. 3 piles, one broken & two suspected broken. E36 Crazy Daisy moved to Opuia due to compromised piles. Couple of changes to the plan: more proactivity in managing haul outs prior to the arrival of the weather i.e. cancel haul outs so pad is empty & pre-mix sufficient 2stroke mix fuel ready for outboard. Overall the plan worked well especially integrating skilled volunteers into the dock walk teams. Have 3 or 4 new spare lines available in the marina's spare lines in trolley available. Could splice an eye at one end.

Resolution	That the H&S report be accepted. Proposed T Milicich /Seconded G Nicholl: Carried
------------	--

4 Maintenance, Refurbishment & Matters Arising

Health & Safety: now wearing hi-vis as a matter of course & regular meetings. Storm Plan worked well.

Water system full & working

E pier – tighten & checked all through rod nuts prior to cyclone as some looseness was observed. Then random checks after the cyclone with all in good order.

T-heads: through rods required tightening after the cyclone as looseness observed.

C & D piers: tightening has been required on the through rods of refurbished fingers. This could be due to timber shrinkage & will be monitored. Otherwise it may be the DPC or possibly the Nylonuts

Cyclone Tam: 3 piles impacted: 1 broken at seabed, 2 leaning – could be embedment issue or broken.

Wear strips installed on A25-29

Waste oil container & roof/shed purchased & installation has just commenced

B pier bolt replacement started

E Pier Corner Frames: Ready to be put to the KCC Marina Trust for approval.

4.1 Pile Replacement & T-head refurbishment

Project complete with final payment claims processed. Retention of \$15,000 due in 12 months.

4.2 Marina Piling Replacement & C Pier Refurbishment – A Schuck

Quotes for engineering services circulated.

It was noted that :”like for like” is sufficient unless marina structure is being changed.

Resolution	That the Haigh Workman quote for engineering services be recommended to the General Committee & KCC Marina Trust for acceptance, with removal construction monitoring which as has been suggested by Haigh Workman will be conducted by A Schuck (adjusted total \$14,770 exc GST). Proposed T Milicich /Seconded I Lipanovic: Carried
------------	---

4.3 Marina A & B Pier Refurbishment Planning & Research – A Schuck

Many options for replacing A & B pier long term: concrete pontoon, plastic pontoons, refurbishment

Need an analysis /comparison of options: costs per metre pier & finger & pros & cons to alternative

Surveying first step towards knowing what additional berths there is space for in terms of additional berths. This would be followed with engineered design. It was noted that this project (additional berths) will be financed by the Club. Research into pier refurbishment/replacement options being a “marina” project.

4.4 E Pier Finger Dock Extensions

M MacDiarmid advised the committee that the plans for extending E pier finger docks & Total Marine costings for production & installation of those plans had been forwarded to the E pier berth licence holders who had indicated they were still interested in pursuing a dock extension. On Monday 12 May, a meeting, attended by B Morgan, A Schuck & M MacDiarmid was held to discuss these.

B Morgan raised a number of issues & has provided his “minutes” of that meeting. Those will be reviewed & commented on by Schuck & MacDiarmid. MacDiarmid & Schuck will also make their own notes of the meeting.

B Morgan is of the opinion that the Shorewise plan for finger dock extension now requires that any replacement piles on E pier be as specified by that plan. However, this was clarified with R Brown (Shorewise) & it was clearly stated (by Shorewise) that “like for like” refurbishment is acceptable i.e. steel piles are required only if the new finger dock extensions are implemented.

To proceed with finger dock extension(s) cost sharing must be agreed & this is predicated on the understanding of what pile specification is required as a part of standard refurbishment & what is required as part of the extension of the finger docks.

The Shorewise plans have stipulated that if finger docks are to be extended, steel piles to the specifications detailed in the plan are required. However, if refurbishment is undertaken, “like for like” replacement marina components (including piles) is acceptable (R Brown email of 9 May 2025). “Like for like” refurbishment has been the marina’s method to date, with minor improvements (e.g. sleeving piles for increased longevity).

Resolution	<p>That the Marina Committee:</p> <ul style="list-style-type: none"> • Confirms that the expense of “like for like” refurbishment will be met by the marina refurbishment funds but that any cost of enhancement or extension of a berth finger dock is to be paid by the affected licensees • Considers the proposed change from timber to steel piles a condition of the extension of the finger docks & not part of standard refurbishment as per the Shorewise clarification • Intends for “extension” expenses to be added to maximum transfer price for the affected berth licences <p>Proposed T Milicich /Seconded M Carere: Carried</p>
------------	--

A Schuck departs.

4.5 Additional Funding for Refurbishment

The decision to adopt a Berth Licence Rule enabling the charging of a “Refurbishment Fund Levy” has achieved more than the 75% support of berth licence holders required. The final tally will be made on 15th May 2025 with ratification of the rule by the KCC General Committee on 20th of May & implementation planned for 21st May 2025. Marina Committee pleased vote has passed & looking forward to its introduction.

4.6 Marina Matters

Draft for distribution to General Committee.

4.7 Reclamation Title Funding Proposal

Resolution	<p>That the Reclamation Title Funding Proposal is recommended by the Marina Committee to the General Committee fulfilling the request from the General Committee for funding suggestions.</p> <p>Proposed T Milicich /Seconded M Carere: Carried</p>
------------	---

5 Correspondence

From/To	Regarding
Berth Licence Holders	Notice of special general meeting in the form of a proxy vote to adopt a new Berth Licence Rule regarding a refurbishment fund levy. Follow up emails
Jacqui & Steve Sorenson	Application to liveaboard

Resolution	That the application from J & S Sorenson to liveaboard be accepted with the proviso of “no pets”. Proposed M Lawton /Seconded I Lipanovic Carried
------------	---

R Brown – Shorewise	Clarification regarding the plan for finger dock extensions & specifications for piles on the breakwater
R (Bob) Morgan	E Pier Finger Dock Extension

6 Financial

Financial statement circulated.

Resolution	That the financial statement to 30 April 2025 as circulated be accepted. Proposed T Milicich /Seconded M Lawton 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	\$21,938.73	List circulated with agenda.
Credit Card Transactions	\$556.05	List circulated with agenda
Debtors	\$12,035.36	Primarily annual fees as at 2 Apr 2025
Wage reconciliation	\$10,084.19	Monthly reconciliation + \$6,500 automatic payment
Berth Rental	\$10,564.13	Monthly transfer for berth rental account
Refurbishment Fund Contribution	\$0	Next due Jul – Dec 2025 period
Refurbishment Expense Invoices	\$1,293.75	See details on list circulated. Haigh Workman
Management Fee	\$50,000	For 2024/2025 year

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
------------	--

A refurbishment account summary was circulated showing current balance & commitments.

A first draft of the 2025 2026 budget was circulated & committee members were asked to advise if there were any projects with budget implications to be added or deleted from the budget. Comments to M MacDiarmid prior to 6 June for integration into the next draft.

7 Compliance

No issues for discussion this month

8 Policy

None this month

9 General Business

9.1 Police Report

A report was made re suspicious behaviour on 8 May 2025 when a white ute with illegal plates was seen in the car park & the occupants were reported as entering E pier without access FOBs.

10 Licence Transfers & Waiting Lists

Resolution	That a recommendation be made to the KCC General Committee that the licence transfers for D30 (12m) from Justin Graham & Lindsay Allinson to Brad Robertson be approved (signed & sealed) by the Club, subject to receipt of completed paperwork. Proposed M Carere/Seconded I Lipanovic: Carried
------------	--

Apologies: June T Milicich & M Lawton(possibly)

Meeting closed 9.29pm

Next meeting 10 June 2025

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