

Kerikeri Cruising Club (KCC) Marina Committee Minutes

Meeting Tuesday 11 March 2025 at the Kerikeri Cruising Club clubhouse, 346 Opito Bay Road, Kerikeri The meeting commenced at 6.00pm

M Lawton (Chair), T Milicich (Deputy Chair), M Carere, A Schuck, D Williams, R Dempster, I Lipanovic

M MacDiarmid, P McLea (attending)

1 Safety Ladders & Waste Oil Recycling Facility

Meeting attendees viewed:

1. the installation of marina emergency safety ladders on A pier. It was agreed that these ladders would be installed approximately halfway to two thirds of the way down the pier (towards seaward end of each pier), ideally near the fire safety equipment, & between two berths rather than on the corner frames. To increase awareness, signage will be installed on the pier, on the outside piles (viewable from the water) & Club communication avenues will regularly promote the availability & location of the ladders.
2. The potential location a replacement waste oil facility. A background was distributed. It was agreed that making use of the existing rubbish & recycling facility concrete pad would be ideal for the relocation of the waste oil facility. The chicane entrance (no longer in use) would be reconfigured to locate a 1,000 litre bunded waste oil tank. This facility would have a protective roof & a secondary small volume "spill" bund for the purpose of catching any minor spills occurring when users deposit their waste oil. It was agreed that the 1,000 litre council compliant tank would be sufficient for the Club's purposes & noted that this would required more frequent empties than the current tank. This replacement has been budgeted for the current financial year & will now be implemented.

2 Apologies

None

3 Confirmation of Previous Meeting Minutes

Resolution	That the minutes of the 11 February 2025 meeting of the Marina Committee be accepted. Proposed I Lipanovic /Seconded D Williams: Carried
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4 Health & Safety

A copy of the Safe365 Summary Report attached to this agenda. This report summarises incidents, risks, actions taken & meetings held (under checklists).

The Club contractors working on marina refurbishment had been reminded of the need to wear PPE.

P McLea summarised key elements of the marina maintenance being undertaken currently.

Fresh water quality has been problematic. To remedy this the supply treatment system has been upgraded & consumable components refreshed. Water quality being retested to ascertain success. Marina & clubhouse supply chemically treated to ensure safety while the normal treatment system is being attended.

C Pier gate – It was noted that P McNeil, P McLea & D Brock had been tasked by the General Committee to investigate the access problem at C pier gate. M Carere, whose vessel is located on C pier & who uses the gate approximately twice a day, opined that there is no access problem at this location.

5 Maintenance & Refurbishment

The current projects list was reviewed.

5.1 Pile Replacement & T-head refurbishment

Underway with C pier t-head & 8 piles remaining. NB: Pile replaced on B pier was already at the 14m mark so no extension of berths possible.

5.2 Additional Funding for Refurbishment

Law North advice being sought 12/3/25

5.3 C Pier Finger Refurbishment

1 remaining on C pier to complete. This will be undertaken when the marine contractors have departed as vessel movements are fully occupying the marina.

5.4 Pile guide & Mooring Ring installation

A suitable vessel will be priced as part of the 2025/2026 budget.

5.5 B Pier Gangway

Installed & completed

5.6 Project Manager

A recommendation will be made to the General Committee on 18/3/2025

5.7 E Pier Finger Dock Extension

Plans for the finger dock extensions received from Shorewise Engineering. It was noted that the finger dock extension plans specify steel piles of between 15m to 18m with minimum embedment of 7m-9m which far exceeds the existing pile schedule. These specifications meet current design standards.

Resolution	That the plans for E Pier Finger Dock Extensions be sent to Total Marine to obtain a final price for production & installation. Proposed R Dempster /Seconded T Milicich: Carried
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5.8 E Pier Corner Frame & Finger Dock Refurbishment

Resolution	That the budgets for the in-house refurbishment of E Pier finger docks & the purchase of the four remaining sets of corner frames for E pier (proposal presented to the meeting) be approved. The budget for in-house refurbishment to be amended to include additional through rods & flitch plates as per the recommendation of Shorewise Engineering for finger docks on E pier. Proposed A Schuck/Seconded I Lipanvic: Carried.
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In considering this project, the Marina Committee looked at the refurbishment funds held by the KCC Marina Trust. A summary of the fund was presented at the meeting showing the current balance & existing commitments.

It was noted that B Pier gangway needs sticky non slip on the “bottom” plate.

5.9 Insurance

It was noted that two offers had been received (in late February) for the marina insurance cover. The offers were within \$6,000 of each other. The Marina Committee had been briefed & a decision to remain with the existing supplier made. The competitiveness of the offers validates the current offer & premiums.

6 Matters Arising

6.1 Catamaran Berth Reconfiguration

Piling will be undertaken at catamaran berth width. Club lawyer being briefed to draft agreement 12/3/2025.

7 Correspondence

From/To	Regarding
P Sheaf	Fish sales from marina berth Decision that this activity not suitable for the Club's marina.
P White	Request to purchase a 2 nd license, email attached to agenda. NB: The Club convention is to allow two berth licences to accommodate multiple vessels.

Resolution	That it is recommended to the Kerikeri Cruising Club General Committee to permit Club members to own two Kerikeri Cruising Club Marina Berth Licences if: <ul style="list-style-type: none"> • there is no waiting list at the time of the purchase of the second licence or, • the Club member reaches get to the top of a waiting list & they own two vessels they wish to moor in the berths. Proposed M Carere/Seconded R Dempster: Carried
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8 Financial

Financial statement circulated.

	Total Value	Notes
Invoices	\$39,613.26	List circulated with agenda. \$23,810 is refurbishment expenses.
Credit Card Transactions	\$131.49	List circulated with agenda
Debtors	\$87,371.84	Primarily annual fees as at 6 Mar 2025
Wage reconciliation	\$5,813.72	Monthly reconciliation + \$6,500 automatic payment
Berth Rental	\$10,448.26	Monthly transfer for berth rental account
Refurbishment Fund Contribution	\$0	Next due Jul – Dec 2025 period
Refurbishment Expense Invoices	\$23,810	Gangway replacement 50% final payment.

Resolution	That the financial statement to 28 February 2025 as circulated be accepted. Proposed R Dempster /Seconded T Millich 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 above).

Resolution	<p>That (as noted above) the invoices for payment, wage reconciliation, credit card transactions, debtors balance and additional invoices for payment tabled at the meeting:</p> <ul style="list-style-type: none"> • Shorewise Engineering changed from \$7,333.75 (partial invoice included in list above) to \$11,264.25 for E pier finger dock extension plans • Dixon - \$50,488.19 being progress payment #3 for the piling & t-head refurbishment project (payment checked & certified by Haigh Workman, engineer) • Wynn Fraser \$36.5 paint <p>be accepted & approved. Proposed T Millich /Seconded A Schuck: Carried</p>
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9 Compliance

February 2025 Water Monitoring Report results (on file). All test sites are compliant with the consents.

10 Policy

No changes or additions this month

11 Licence Transfers

It was noted that K Sunde already owns the licence for A19. The purchase is only permissible if the recommendation to the General Committee regarding allowing Club members to purchase a second licence is approved.

Resolution	<p>That a recommendation be made to the KCC General Committee that the licence transfers for</p> <p>A6 (10m) from Nute Family Trust to Kris Sunde A12 (10m) from Kenneth Geard to David & Linda Wyllie A27 (12m) from Estate of Neil Hilford to Michael Gilson & Joanne McPhee C33 (12m) from Phil Derecourt & Ruth Walford to Greg & Kim Mildon D23 (14m) from Scott Meacham to David Campbell & Sally Betts E4 (16m) from Forsyth Family Trust to Chris, Fiona & Luke Leuschke be approved (signed & sealed) by the Club, subject to receipt of completed paperwork. Proposed M Carere/Seconded I Lipanovic: Carried</p>
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12 General Business

12.1

12.2 Waiting Lists

Circulated with agenda. If the licence transfers above are approved there will be two licence sizes without wait lists. As at 7 March 2025, there are 2 x 12m & 1 x 10m berth licences awaiting purchasers. A Club member who has previously been declined the opportunity to purchase a licence due to breaking Club rules has approached the office & would be interested

in purchasing a licence. The Marina Committee agreed to defer a decision until the commercial user permit is finalised.

Resolution	That the refurbishment fund term deposit (#82) maturing on 15 March 2025 be reinvested as follows: <ul style="list-style-type: none">• \$100,000 transferred to current accounts to cover current & short-term expenses• \$322,000 approximately (being the balance) reinvested for a term of 3 months. Proposed M Carere/Seconded M Lawson: Carried
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Meeting closed 8.03pm

Next meeting 8 April 2025

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