

Minutes

Port Tarakohe Advisory Group

Date and Time: Tuesday 4 December 2018, 12.30 pm

Venue: Pohara Boat Club Rooms, Port Tarakohe

Present: Cr Paul Sangster – Councillor (Acting Chair), Tasman District Council

Cr Sue Brown – Councillor, Tasman District Council

Mike Holland – Clearwater

Allen Reid – Talleys

Bob Butts – Director, Port Tarakohe Ltd

Dan Hames – Port Tarakohe Services

Dean Higgins – Kono

Martin Potter – Tarakohe Marina Association

Barney Thomas – DOC

Mike Steven – Pohara Boat Club

Merv Solly – Sollys

In attendance: Andrew Ellis – Commercial Portfolio Manager, Tasman District Council

Steve Tennant – Port Manager Tarakohe, Tasman District Council

Michelle Fraei – Executive Support Officer, Tasman District Council

Meeting opened at 12.30 pm

1. Welcome

Cr Paul Sangster welcomed everyone to the meeting.

2. Apologies

Moved Cr Sue Brown/Cr Paul Sangster

That apologies for Mark Johannsen, Dave Gowland, Milan Talley and Cr Tim King be accepted.

CARRIED

3. Minutes of previous meeting – 4 September 2018

Moved Cr Sue Brown/Mike Steven

That the minutes of the previous meeting be accepted.

CARRIED

4. Action items from the previous meeting

- **Road works** – Engineering have recently written to Bob Butts. The letter indicated they are still tendering the work for widening the corner with a likely construction start date in March 2019. The construction program will last for approximately four weeks.
- **Marina fees** - Andrew Ellis and Cr Sue Brown met with the Tarakohe Marina Association. Three fishermen who were most affected by the fee change have been repositioned to the plastic marina.

The 2019-20 marina fees will be put out for public consultation, and the Council will make the final decision. Prior to this, the proposed fees will need to go for an internal review and to the Advisory Group for feedback. Andrew is awaiting approval from management. This is part of the annual plan process with the final decision likely to be around March 2019.

5. Health and Safety Update

- Steve Tennant attended the Oil Responders Course by Maritime NZ. Oil responder gear will be stationed at the Port from early next year. Anchors will be installed on inner and outer moles.
- The Port boat has been surveyed for MOSS to bring it under better understanding of usage.

- An internal review of the health and safety process at the Port is now complete and the document is due to be distributed. The Council has brought in a consultant to help draw up the document.
- Pricing has come back for swipe cards. The cost is \$1000 for 50 cards supplied. This is currently on hold as the electronic gate will need to be installed to the proposed toilet. If not, it will need to be installed in that area anyway.

6. Port operations update

- The minor oil spill during October/November has since been cleaned up. Oil sampling kits are being purchased to identify any future polluters. All commercial operators have been spoken to. It was suggested that there should be instructions on the automatic bilge pump.

Cr Sue Brown would like the Advisory Group to be aware of Council's reputation on social media is seen as not being environmentally focused with regards to clean-up of oil spills.

- The major break in the main 3 phase cable has temporarily been repaired. A new cable needs to be laid. Network Tasman visited 5 September 2018 to advise requirements and cable costs. Awaiting replacement quote. Network Tasman still awaiting outside costs.
- The refuelling hose reel has been repaired.
- The rock barge has now finished.
- North plastic marina maintenance repairs are under way. New pole guides and dog bones have been fitted.
- There has been increased activity with screw anchors across the Port.
- During October/November the 18+ metre berths were full. One large mussel boat had to be put on the end of the concrete.
- A discussion was held regarding the feasibility study with Marine Farmers Association (MFA) and the Council on mussel harvesting and infrastructure for the region. Cr Tim King and Bob Butts are attending meetings on the subject tomorrow. The proposed cost of the feasibility study is in the region of \$600,000 with some of that money coming from the provincial growth fund (PGF), MFA and the Council. Port Taroakohe Services Limited (PTSL) have also submitted an application to the PGF, covering feasibility studies for Port Taroakohe and the surrounding area.

Barney Thomas arrived at 1.20 pm.

Cr Sue Brown suggested that there should be one application to the PGF, and to send a recommendation to the Strategic Policy Manager at the Council.

Moved Mike Holland/Steve Tennant

That the Port Tarakohe Advisory Group discussed the regional growth fund, and the Advisory Group is aware there are currently two applications from PTSL and MFA. The Port Tarakohe Advisory Group recommend to the Council to consider a combining of the two applications and the Council taking a lead role in this process. (Kotahitanga = working together).

CARRIED

Action: Cr Sue Brown to email recommendation to the Strategic Policy Manager.

7. Financial update

Andrew Ellis provided a financial update of the year to October 2018.

Overall it is positive in terms of variance against budget, with total income tracking above budget by \$25,000.

The costs are also tracking \$35,000 below budget due to cost savings across most areas.

Overall deficit is \$60,000 better than budget.

For the year to date, costs are under control and income is higher than expected. However following the end of the rock contract this trend will not continue for the rest of the year, and the Port is likely to make another significant annual deficit.

Andrew said the growing deficit is not sustainable and he has raised this with the Commercial Committee. The Council will need to make a decision about past losses, and this is likely to happen in the first quarter of 2019. A query was raised about legacy debt and the public good element. This was raised with the Commercial Committee. Currently there is no public good element factored into the financials of the Port.

Andrew had also raised the matter of high overheads at the Commercial Committee and has asked for the overhead policy to be reviewed.

A query was also raised about the weighbridge cost being \$200,000. Andrew said the income from marine farming had doubled since the introduction of the weighbridge but they are open to look at the weighbridge versus line levy as part of the overall feasibility study.

8. Capital development programme update

- **Toilet/facilities building** - Still advancing the designs for the toilet block. In the New Year there should be a proposal to put to the Advisory Group.
- **NPD** - It has been agreed that some of the services in the trench will be connected and the service improvements will be funded by NPD.

9. General business

- **Water quality**

This issue was raised at the last meeting. There was a mess in the filtration system but it has now been repaired and connected and is up and running. The type of filters were changed and is now working better. The far marina is the biggest problem and Steve Tennant is looking into it.

Discussions were held regarding the need for a sediment settling tank and the need for two suppliers – filtered drinking water and marina washdown. A decision needs to be made on how much to spend for the long term.

- **Start time of future meetings**

A discussion was held regarding the start times of future meetings. It was proposed to continue with a 12.30 pm start and the Group agreed for this to be put in place.

Meeting closed at 2.20 pm

Action Log – 4 December 2018

Action	Assigned to:
Email recommendation to the Strategic Policy Manager	Cr Sue Brown