

# Minutes

## Port Tarakohe Advisory Group

**Date and Time:** Tuesday 26 June 2018, start 1.32pm

**Venue:** Pohara Boat Club

**Present:** Cr Tim King (Deputy Mayor) – Councillor – Tasman District Council (Chair)

Cr Paul Sangster – Councillor – Tasman District Council

Steve Tennant – Harbour Manager, Port Tarakohe

Dr Michael Steven - Pohara Boat Club

Dean Higgins – Kono

Mike Holland - Clearwater

Bob Butts – Director – Port Tarakohe Ltd

Dan Hames – Port Tarakohe Ltd

Martin Potter – Tarakohe Marina Association

Andrew Ellis - Commercial Portfolio Manager, Tasman District Council

Mark Johannsen – Property Services Manager, Tasman District Council

**In attendance:** Emma Gee – Team Leader Customer Services - Tasman District Council

**Apologies:** Merv Solly – Sollys

Cr Brown

Barney Thomas – DOC

Allen Reid - Talleys

Meeting opened 1.32pm

1. **Welcome**

Bob Butts introduced Dan Hames as Port Tarkohe Services Limited.

Introductions.

2. **Apologies**

**MOVED:** Cr Sangster / Steve Tennant

That apologies for Cr Sue Brown, Merv Solly, Barney Thomas, Allen Reid be accepted. -

**Carried**

3. **Minutes of last meeting**

**MOVED:** Cr Sangster / Martin Potter

That the minutes of the meeting held on 6 March 2018 be accepted. – **Carried.**

4. **Action Items**

Andrew Ellis confirmed that he has emailed all group members an update on the action items from the meeting on 6 March 2018.

NPD – Mark Johannsen updated the group on a recent meeting with NPD. Petrol will not be available, two diesel pumps will be installed at the end of marina. A discussion was had regarding the payment type at the pumps, the group felt that the pumps should accept multiple credit cards. Andrew Ellis agreed to provide this feedback to NPD.

Marina Fees – Andrew Ellis has looked into the marina fees and provided the group with an explanation, the group were also reminded that fees are due to increase again effective from 1 July 2018, in line with the long term plan consultation and approval process.

Marine Farming – Andrew Ellis has spoken to Ros Squire, Consent Planner, and Patricia Lenting who has done some initial investigation work on marine farming. Andrew has also been in touch with Graham Coates from the Marine Farmers Association and will have a meeting soon to discuss growth. Graham Coates has provided Andrew with some forecasted figures for growth, Andrew will forward the email to the group after the meeting.

Rock income – Andrew Ellis confirmed that the numbers are correct and in line with Sollys records, except for minor timing differences.

Coffee Boat – The coffee boat has now been removed.

## 5. Health and Safety Update

Steve Tenant provided an update to the group on Health & Safety:-

- A mirror has been installed in Talley's fence to encourage trucks and cars to slow down when travelling through the tunnel.
- Security/swipe cards are being investigated for gate access.
- There were no issues during the removal of the coffee boat.
- The beacon has been checked recently.
- There is currently an issue with waste oil containers being dumped, port staff are working on identifying the offenders.
- All fire extinguishers have been checked and are up to date.

The group discussed having a defibrillator at the port, Cr King to follow up on the cost for a defibrillator. Mike Steven was sure that this is something the Boat Club has looked into previously and will check on.

## 6. Port Operations Update

Steve Tennant informed the group that the east break wall has now been repaired after storm damage and moorings checked, re-roped and re-rigged. The repair work was paid for by insurance and thought to be approximately \$30k. Andrew Ellis reiterated that the port has made three claims in a short period of time and the insurance company has advised it may increase excess to \$100k. Steve Tennant advised that there is some wash around the outer moles and there will be some work needed in the future. Andrew Ellis to contact the insurance company to discuss premium and excess.

Steve Tennant informed the group that bilge water is being dumped in the waste oil container. The group agreed that options need to be looked at for disposing of the water.

Steve Tennant informed the group that there would be six more loads of rock for the barge only, no plan at this stage for any more. Steve Tennant mentioned that the mussels are slowly building up. The group would like the barge to be moored away from the wharf when it is not in use, Steve Tennant to look at before the next contract for rock and feedback to the group at the next meeting.

## **7. May 2018 Financial Report**

Andrew Ellis told the Group that overall it has been a difficult year with the hill being out and that the income from rock had been very important. Revenue was roughly in line with the budget and that mussels are still relatively low at this moment. Employment costs are not fully budgeted currently as there is now two staff at the port. The Group agreed that income needs to be increased although costs are inevitable, for example insurance. Council may look at self-insuring to a degree if insurance costs are too high.

## **8. Capital Development Programme Update**

Andrew Ellis told the group that Council had gone back to Specialised Structures who are quoting for the work to upgrade services at the marina. The work is planned to include a new toilet block, laundry and kitchen. Council is considering the quote. The group discussed why berth holders are paying to build toilets for public use. Cr King told the group that public toilet requirements and costs are high and did not think the port should be paying. Focus was agreed by the group to be on facilities to be provided to port users only.

Andrew Ellis told the group that the Commercial Committee had been for a visit to the port since the last meeting and the key area identified was the mussel industry, gaining assurance of mussel industry growth and how marine farmers will manage that growth over time. The group discussed Shane Jones's Regional Development (Provincial Growth) Fund and making an application. The view of the group was that Golden Bay is a low income sub- region and meets criteria for the fund. Cr King told the group that any application should be industry/iwi self-driven and to look at the Golden Bay Community Board supporting it. Andrew Ellis to have a discussion with Council and the group to continue the discussions locally. The group agreed that Port Tarakohe fits the fund criteria.

## **9. General Business**

Andrew Ellis provided feedback to the group on marina fees.

**Marina Fees – Martin Potter**

Martin Potter told the group that at the Marina Associations recent AGM the members agreed to withhold payment of fees until Council provides justification. Mr Potter said the main discontent is from the fisherman, at the AGM a resolution was passed noting excessive mooring fees and lack of transparency with substandard facilities at the marina. The Marina Association has sent a letter to Council's Chief Executive Officer requesting a meeting to discuss the fees. The group confirmed that the marina is currently at 90% occupancy. Cr King said that the threat of non payment of fees could result in a lack of investment at the port. Andrew Ellis told the group that the CEO has passed the letter onto him and he is currently working on it. Andrew Ellis also reiterated to the group that fees will rise again on 1 July.

**Provision for recycling waste/rubbish – Dr Michael Steven**

Michael Steven told the group that the port seems to generate a lot of empty beer bottles and would like Council to consider making recycling facilities available at the port, Emma Gee to follow up with David Stephenson, Waste Management & Minimisation Asset Engineer.

Martin Potter asked the group who had paid for the barge that was used in the recent civil defence emergency, Steve Tennant confirmed that civil defence had covered the cost. It was also noted by the group that Merv Solly had done a lot of work for nothing.

Mike Steven requested an update to fencing to keep the penguins out of the pending road works, Emma Gee to submit a service request to the Engineering Department.

The meeting was concluded at 2.58 pm

Action Log – 26 June 2018

Action	Assigned to:
Andrew to feedback to NPD payment method for pumps	Andrew Ellis
Andrew to forward Graham Coates forecasted figures for growth to the group	Andrew Ellis
Cr King to follow up on the cost for a defibrillator	Tim King
Mike Steven to check at Boat Club on defibrillator	Mike Steven
Andrew to contact the insurance company to discuss premium and excess	Andrew Ellis
Steve Tennant to look at the barge being moored away from the wharf when not in use.	Steve Tennant
Emma to follow up with David Stephenson, Waste Management & Minimisation Asset Engineer on possible recycling service at the marina	Emma Gee
Emma to submit a service request to the Engineering Department to provide an update on road works planned.	Emma Gee
Andrew to have a discussion with Council regarding an application to the Regional Development (Provincial Growth) Fund	Andrew Ellis