

# Meeting Notes

## Port Tarakohe Advisory Group

**Date and Time:** Tuesday 23 August 2016, start 1.00 pm  
**Venue:** Pohara Boat Club  
**Present:** Cr Tim King (Chair) - Councillor – Tasman District Council  
Matt Blythe – Harbour Manager - Port Tarakohe  
Carolyn McLellan – Chair - Golden Bay Community Board  
Gene Cooper – Commercial Manager – Tasman District Council  
Bob Butts – Director – Port Tarakohe Limited  
Mike Holland – Clearwater Mussels  
Cr Martine Bouillir – Councillor – Tasman District Council  
Martin Potter – Tarakohe Marine Association  
Jason Mackay – Sanford  
Paul Sangster – Councillor – Tasman District Council  
Rhonda Marshall (meeting notes)

**Apologies:** Merv Solly – Sollys Freight  
Mike Steven - Pohara Boat Club  
Milan Talley – Talley’s Fisheries

Tim King welcomed everyone to the meeting.

### Minutes of last meeting

The minutes of the meeting held on 24 May 2016 were confirmed as true and correct.

The Financial Report was accepted. *Moved – Cr Martine Bouillir/Carolyn McLellan*

**CARRIED**

### Bio Security

Gene Cooper advised the **confidential** nature of this topic. The Top of the South Bio Security meeting was held last week. *Styela clava* has been located at the Sanford mussel farm near Collingwood, and was an advanced case. This farm has since been completely removed. *Styela clava* has been found in other areas around Port Tarakohe. An interim dive was carried out at GB Farms Wainui to locate *Styela clava* and nothing was found. Mike Holland advised it grows along the sea floor so it can be suppressed, but generally those in the industry end up working with it as it is unlikely to be completely eradicated. One concern is the incoming and outgoing vessels and the fact there are no cleaning facilities at the port. Bruce Lines (the diver) is here doing an assessment. Paul Sheldon is driving the *Styela clava* process within Council – information is to come on how to manage this situation. Currently the industry are holding off on any media releases as we don’t want to put out information that may be inaccurate. Gene Cooper advised Council are looking to align berth regulations, including clauses in port agreements for cleaning

boats. The port will need to provide facilities as we don't want boats cleaned within the port. This is relevant for other bio security threats also. Mike Holland advised extreme measures were taken for didemnum and other pests, however turned out not to be required.

Martin Potter queried whether we can provide a cleaning facility. Gene Cooper advised an anti-fouling facility both here and at Motueka is being considered. This would likely involve a spend of \$30-\$40k then users would need to pay to use it. Council is currently researching the possibility of a facility in Motueka, the community is for this proposal.

Tim King summarised the above and reiterated that this information is to be kept confidential to the industry.

### **Port Management Update – Matt Blythe**

Report attached.

Four fuel suppliers have been approached, and we have three very interested parties. We are looking to provide both land and water based fuel supplies. Bob Butts confirmed that shore based fuel supply would be very popular at this end of town. Gene Cooper explained that NPD have not responded to Council's health and safety requests and despite attempts to resolve these issues including correspondence and meetings no further action has been taken by NPD, leaving Council little option but to look elsewhere.

Mike Holland queried if the land based bowser would be located outside the compound fencing? Gene Cooper confirmed it would need to be outside fenced area. The plan is to have the industrial area further up and arrange access for fuel, marina parking etc. Gene Cooper mentioned his conversation with Milan Talley today around wetfish and noted it appears a dying industry for Tarakohe, based on port activity. The ice tower is likely to be relocated/removed in the not too distant future.

Tim King summarised the above.

### **Pile Berth Configuration**

Matt Blythe advised the current fuel configuration posed a health and safety risk at low tide. Matt Blythe tabled a map of the marina, outlining the area for the new bowser at end of the floating berths.

This work is proposed as the current berths aren't wide enough for new vessels. Gene Cooper advised there is money in the budget for cranes however it is proposed that this will be scrapped, feedback to be gathered in due course. One option would be for users to have their own cranes and to pay a land rental in line with other Port Companies e.g. Marlborough.

Matt Blythe noted the Alvei will be gone next year. Similar sized boats will be accommodated on the eastern side as are there currently. The western side will be developed to house much larger boats. Gene Cooper advised the pile berth on the end has been shortened to leave space for larger boats manoeuvring on the end of that. Council is happy to share concept designs with

interested parties. This will be put out to tender then it will be presented at the next Port Tarakohe Advisory Group meeting. Note this will need to be presented to the new Council.

Sanford and Clearwater have large boats and another is to come for Sanford – noted by Bob Butts and confirmed by Jason MacKay and Mike Holland, should we provision for more large boats? Gene Cooper advised the marina will be developed as required, rather than future proofing at this stage.

Tim King summarised the above and advised feedback is welcome. A commercial assessment will be undertaken.

Occupancy - the port is currently 81% full. Bruce Lines is inspecting the moorings, while this is not cheap it is a better alternative than having a boat loose. Moorings should be checked by a diver annually. Issues have developed with frayed ropes and chains down to just a few mm. Bob Butts asked how old the chain is and Matt Blythe confirmed it is very old.

Matt Blythe advised there has been damage to the parking machine, locals were caught on camera breaking into it and the money was stolen. From the CCTV footage Matt Blythe was able to ascertain that both parties are linked to the port and employed locally one was let go already, their employers have been very helpful. Police have not been helpful. It was noted that a light bulb was blown in that area, it is not confirmed if that was intentional or a coincidence. Tim King queried whether insurance is in place and would cover the cost. The excess is \$10k. We need a prosecution. Carolyn McLellan advised that we need to chase up police, all agreed. Bob Butts suggested LED lights, HD cameras and CCTV signs all over the place as deterrents.

Pacsoft, the ports new electronic booking system is now operational. Matt Blythe is doing a daily dock walk and recording the information electronically. This will enable us to manage debtors more effectively as well as locations of boats. Gene Cooper advised that Council has taken a firm approach with debtors and several parties were sent to debt recovery, this has been effective. Better systems are now in place and we will have better visibility and have the ability to send statements, better reporting etc. The system cost Council \$2,800 to put in place. Invoices will now be issued monthly and must be paid in advance rather than in arrears. New invoices will be posted out this week. Council aims to have direct debits in place, Martin Potter queried whether its legal to have compulsory direct debit's? Martin Potter was upset that he received a letter about his arrears but didn't know he was in arrears. Gene Cooper noted our previous systems were not perfect, but parties were advised initially. New port user agreements will be put in place this year. We want to send all invoices and correspondence out via email rather than post. Gene or Matt Blythe might meet with interested parties if there is sufficient interest to warrant it. Carolyn McLellan queried if there would be a discount for direct debit? Gene Cooper advised this is unlikely however they may have to pay more if they don't have a direct debit.

Tim King summarised the above.

Paul Sangster – arrived at 2pm.

Matt Blythe has been approached by parties wanting to offer boat hire services – one is interested in providing a jetty for kids to fish off. That party would contribute financially for the jetty right by

the boat club. Council is interested in getting feedback. Note there would be little expense to Council. Bob Butts mentioned zoning issues due to the area being recreational at present, this has been investigated in the past and was not feasible to change the zoning. Note a boat hire business is more commercial than recreational. Tim King noted if there is support for the idea Matt Blythe can get more info. Bob Butts advised a port zone was discussed previously so various activities could take place, progress was made before hitting “a wall of paper” and finding they couldn’t proceed. Tim King advised generally the feeling is positive to consider the proposal. The coffee boat at the other end doesn’t seem to be operating at present. Martin Potter noted Council should seek input from the boat club.

Matt Blythe to gather further information.

*Moved – Cr Martine Bouillir/Bob Butts*

**CARRIED**

### **Port Strategy Update**

We haven’t heard from the Commerce Commission yet. We do need to deal with pricing issues but are waiting on industry input. Tim King noted there are serious implications at the port end but not at the boat club end. Port vs recreational would require different parties to look at each. Tim King queried if this would be the strategic plan in reverse?

Tim King advised the berth development can only happen dependent on what the Commerce Commission say. Gene Cooper confirmed the Commerce Commission to come out in the next week. Tim King noted the process is time consuming.

Martin Potter questioned how does the strategic plan work? Gene Cooper advised engagement. Bob Butts noted what is wanted and where, providing the best and worst options. Carolyn McLellan agreed group engagement. Tim King noted we should get the ball rolling behind the scenes. Gene Cooper to schedule meetings with the Marina Association and Boat Club next month. Martine Bouillir advised we should include Waka ama.

### **Port Volumes and Financial Performance**

Gene Cooper advised the financials are going to the Commercial Sub-Committee this Friday. Income down by \$100k and the marina is down by \$40-45k. Moving the old boats on cost approximately \$60-65k. Expenses are up \$100k due to the commerce commission. In total we are \$200k out of pocket this year. Operating costs etc are stable.

There has been a recent lift in activity and actual product. Mussels are up on last year by 150%. Mike Holland agreed and confirmed figures will be higher again in another month. Gene Cooper to provide more information after Friday’s Sub-Committee meeting.

Mike Holland advised the growth of mussels is extremely good this winter (El Nino), and it has been a very good year with good weather. Tim King confirmed the commerce commission figures to show over a longer term.

Tim King summarised and noted the outlook is positive looking forward.

## **New Zealand Motor Caravan Association (NZMCA)**

Gene Cooper called for thoughts from those present on the NZMCA and how it is functioning.

Martine Bouillir – no news is good news (from the locals). Don't want a long lease, would like to keep options open for the locals. The lease length for NZMCA is year to year currently (in answer to a question from Martine to Gene).

Bob Butts – magnificent.

Carolyn McLellan – many are joining, it is a big attraction. Would like to keep options open.

Martin Potter – there hasn't been a marina association meeting in a long time. Personal feeling is that it should be public reserve but not for camping.

Paul Sangster – no negative feedback at all, no positive either.

Gene Cooper – not sure everyone using it is paying. Current arrangement is Council receive half and NZMCA receive half, but this is now up for review.

Bob Butts – has often observed the comings and goings from his property and has noted little vans visiting and people toileting in bushes and making a mess with rubbish in the past. Note the current NZMCA arrangement solves this problem. He can't believe how good it is.

Matt Blythe – is very happy with the arrangement and thinks it's a good use for the land.

Paul Sangster – Council should propose NZMCA go on a full land lease, not based on volume, payable annually. Also arrange for the gate to open when payment is made not as it currently is.

Tim King – trying to get best return for effort put in. Use for everyone would be ideal. Low admin costs and little effort is the goal. Good use of land, short term lease, all people to use the area.

Paul Sangster – are the toilet and shower pay per use? Shower is coin operated.

Gene Cooper – We understand the Boat Club is considering an approach to Council. The Boat Club want a 1/3 split – NZMCA, Council, Boat Club. There are two washing machines and showers, both coin operated in the Boat Club, that they get income from for a win/win scenario. Council gives the Boat Club \$1,000 per year for public use of the toilet. The shower is coin operated.

Tim King – it is better than before, we get some income now vs none before and we don't have freedom campers making a mess etc. Positive outcome currently. Long term still to be decided in the strategic plan.

No other business.

The meeting closed at 3.00 pm. Next meeting - 22 November 2016 (note Tim King would prefer the day after and Gene suggested the week prior to).

**Actions:**

<b>What</b>	<b>Who</b>	<b>When</b>
Send out financial information	Gene Cooper	After 1 September 2016

Confirmed