

Minutes

Port Tarakohe Advisory Group

Date and Time: Tuesday 26 February 2019, 12.30pm

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
Bob Butts – Director, Port Tarakohe Ltd
Katie Hames – Port Tarakohe Services
Dean Higgins – Kono
Martin Potter – Tarakohe Marina Association
Mike Steven – Pohara Boat Club
Merv Solly – Sollys

Apologies: Dan Hames – Port Tarakohe Services Limited (Katie Hames attended on his behalf)
Barney Thomas – DOC – due to EOC fire emergency
Cr Tim King – Deputy Mayor, Tasman District Council, (Chair)

In attendance: Andrew Ellis – Commercial Portfolio Manager, Tasman District Council
Mark Johannsen – Property Services Manager, Tasman District Council
Steve Tennant – Port Manager Tarakohe, Tasman District Council
Jane Park – Administration Officer, Tasman District Council

Meeting opened at 12.55 pm

1. Welcome

The Chair welcomed everyone to the meeting.

2. Apologies

Apologies from Dan Hames and Barney Thomas were received.

Moved Cr Paul Sangster, seconded Cr Sue Brown

3. Minutes of previous meeting – 4 December 2018

That the minutes of the previous meeting are accepted as a true and correct record of the meeting.

Moved Cr Paul Sangster, seconded Cr Sue Brown

4. Action items from the previous meeting

- Email recommendation to combine two applications to the PGF to Strategic Policy Manager – Action: Cr Sue Brown - completed

5. Health and Safety Update

- Some non-ideal boating and jet ski activity over the holiday period but on the whole generally well behaved
- Anchors for oil protection booms to be installed on inner and outer moles. Yet to be completed
- Embarking on an internal review of the health and safety process at the Port. This is now complete and due to be distributed.

6. Proposed Fees and Charges 2019-2020

- Andrew Ellis explained how changes were established, generally unchanged, some anomalies tidied up. Advised the process to get the fees ratified and requested feedback.
- Steve Tennant proposed a change to casual day rates - \$3/m/d or a minimum of \$30/day whichever is the greater. Committee agreed.
- Mike Stevens requested an increase to the cost of the annual boat ramp fee to encourage patronage of the Pohara Beach Boat Club. It was agreed this would be further discussed outside of the PTAG.
- The balance of Fees and Charges were acceptable.

7. Port operations update

- Barrier arms were problematic leading up to New Year. All the critical issues have been resolved

- Major break in the main 3 phase cable has temporarily been repaired. New cable to be laid. Network Tasman visited and advised requirements and costs. Local contractor couldn't lay 185mm cable so had to go back to Network Tasman re price.
- North plastic marina maintenance repair's under way, new pole guides and dog bones fitted. In the process of getting hardware from Australia as local suppliers unable to proceed. Also requesting specific heavy duty cleats for commercial boats.
- Near full occupancy on long term Plastic marina berths.
- Graeme Taylor from TNL-TIL has informally requested to join the PTAG committee as "main weighbridge user". Andrew explained that the terms of reference of the committee governed attendance, and council resolution would be required to amend the terms of reference. Steve Tenant to advise Graeme that we are not looking at expanding attendance at present and that minutes are available on TDC website. However, if he felt strongly about the issue, he should write a formal letter for consideration by the council.

8. Financial update

Andrew Ellis provided a financial update of the year to December 2018

Income is tracking \$12,000 above the forecast.

Costs are also tracking \$30,000 below the forecast.

Though the current deficit is below forecast, the end of the rock contract will have more impact going forward, with a six figure deficit predicted for the year.

Andrew confirmed that a strategic review of council overheads was to be undertaken but explained this process could take several years to come into effect.

The committee agreed that the strategic review was essential to reduce the financial burden on Port Tarakohe and also raised how to manage the deficit, the consensus was to write off the loss rather than increase user contributions.

In reference to the potential Provincial Growth Fund (PGF) application, Bob Butt added that the committee should push for grants rather than loans to strengthen the Port's position.

The committee agreed the above three points.

A query was raised about debtors and it was confirmed that the coffee boat removal cost was the main component of the overdue debts, and this customer recharge was provided for in the previous financial year.

9. Capital development programme update

• Provincial Growth Fund – funding for business case - update

Andrew Ellis advised the funding of the business case study was confirmed. The driver for this is the expansion to the aquaculture industry within the port operation predicted to be 19 vessels over the next 9 years. He discussed possible options and limitations and advised the work should be completed around June 2019. A query was raised about

where the funds would show in the accounts and it was confirmed it would be in Port Tarakohe not TDC financials.

- The proposed amenities/office block would go ahead irrespective of the PGF project but the hope was to roll it together. Feedback was requested on the initial designs. Cr Sue Brown was concerned about the aesthetics of the building.
- 3 phase power upgrade is still in process
- Sewerage upgrade was discussed and a recommendation for a pontoon wastewater pump was raised after concerns surrounding water quality and live aboard marina users.
- Fuel upgrade - NPD were slow to respond, Mark Johansen to escalate or investigate alternate suppliers.

10. General business

- **Road upgrade** – Some confusion around how this is proceeding but general consensus is that rock face removal wouldn't be appropriate and just widening is the preferred option. Andrew Ellis to investigate and clarify action & timing of the works.

Meeting closed at 2.20 pm

Action Log – 26 February 2019

Action	Assigned to:
Change in Fees and Charges – Casual Berthage \$3/m/day or \$30 (whichever is the greater)	Andrew Ellis
Confirm Fees and Charges – Annual Boat Ramp fees	Andrew Ellis
Confirm process and timing of road widening works	Andrew Ellis
Speak to Graeme Taylor re. PTAG committee	Steve Tennant