KAIKOURA DISTRICT COUNCIL WORKS AND SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 20 APRIL 2011 IN MEMORIAL HALL SUPPER ROOM, ESPLANADE, KAIKOURA.

AGENDA

1. Apologies

2. Matters of Importance to be raised as Urgent Business.

3. Matters Arising from Report of 16/3/2011 ***page 90***

4. Minutes Action and Issues List Update

MEETING	ACTION REQUIRED	BY	DATE ACTIONED
	16 MARCH 2011		
Works & Services	Provide quotes for chain fencing at South Bay Reserve as well as the cost of fencing to date.	Asset Manager	Refer report included on page 9
Works & Services	Investigate whether there is the option of a longer banner arm on new streetlight poles.	Asset Manager	A verbal update will be provided at the meeting.

5. Reports:

- **Works and Services Report** ***page 1***
- **Roading Report** ***page 14***
- **Works and Services Budget Report** ***page 21***

6. Urgent Business

WORKS AND SERVICES REPORT

1.0 WATER SUPPLY

Urban Water

Operations – Kaikoura Urban Supply

The Kaikoura Urban supply operated fairly well during the reporting month.

Operations – Suburban Supply

There were no major problems with this system during the reporting month.

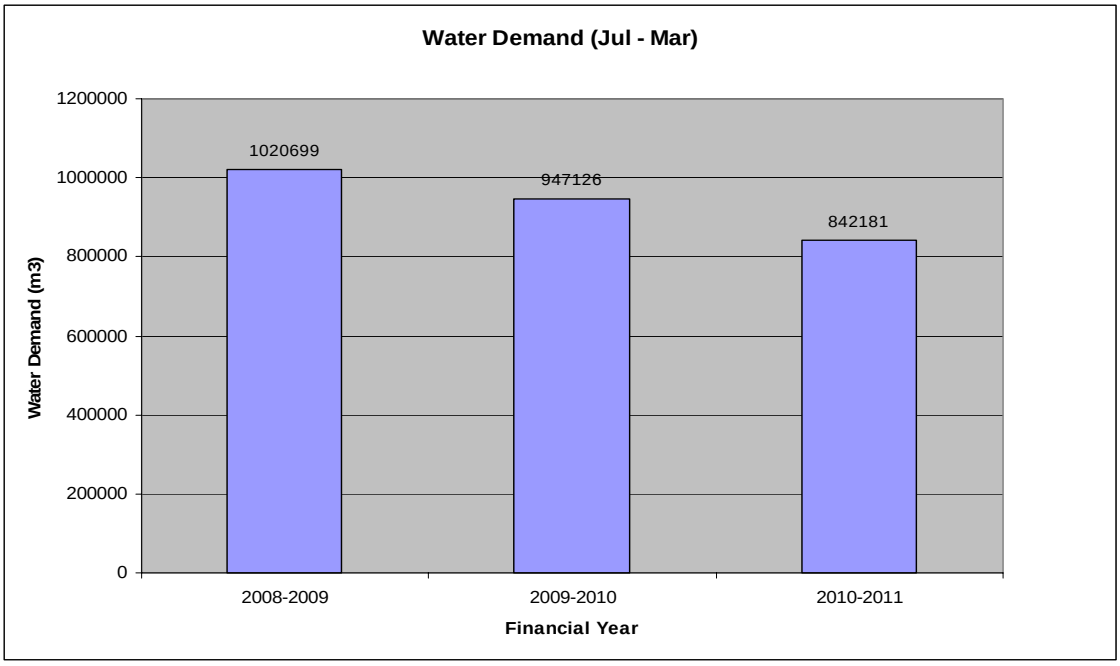
Water Demand

Table 1 below shows the water demand for the reporting month measured from the Mackle's bore while figure 1 on page 12 shows the yearly cumulative water demand since 2007.

Water Demand (m^3/day)				
	Min (m^3)	***Avg (m^3)***	***Max (m^3)***	***Total Demand (m^3)***
Jan 2011	2826	4184	5248	128,687
Feb 2011	2826	3583.5	4677	100,337
Mar 2011	2312	2839	3567	88,009

Table 1: Water Demand for reporting period

Based on the financial year calendar, the cumulative water usage (demand) to date is shown below.



Kincaid Water Supply
There were no major issues with the Kincaid supply during the reporting month.

Work for the construction of the new shed to house the treatment system for the Kincaid supply is expected to commence by April 22nd. The treatment equipment is expected to arrive by the 4th of May (The system arrives at Filtration Technology on April 29th). We anticipate that the treatment system will be up and running by May 31st.

Water Upgrades /Renewal Projects - Capital Assistance Programme (CAP)
Peninsula Tank – We are still waiting for an update from Telecom regarding the area of land for the erection of the Peninsula Reservoir.

In the interim, we have applied for an extension to the agreement with the Ministry of Health. The application is for the contract to be extended to December 2012. We are now waiting for a decision from the Ministry.

Water Take Metering
In November 2010, the Measurement and Reporting of Water Takes Regulation 2010 came into effect and applies to water takes greater than or equal to 5l/s.

What this means for KDC?
With the introduction of these regulations KDC will need to install meters on all our water supplies that currently have takes greater than or equal to 5l/s by a certain date. The meters must allow;

1. Data to be stored for a minimum of 1 year.
2. Logs data even when a pump is not running or water is not been drawn such as a surface draw-off without the use of pumps.

Council has 8 water take consents, the status and need for meters at these supplies are shown in table 2 below.

	Name of Supply	Consented Water take	Need for meter	Timeframe to install meter	Comments
1	Kaikoura Urban	100 l/s	No	N/A	Complying meter already in place.
2	Ocean Ridge	20 l/s	No	N/A	Complying meter already in place.
3	Alternate Bore	30 l/s	Yes?	2012	KDC will need to apply for an exemption as this water take is presently not been exercised and may never be exercised.
4	Suburban Waiman	86 l/s	Yes?	2012	The location of this meter is not compliant with the requirement of the regulations and may either need relocation or a meter installed at the takeoff to the Kincaid supply.
5	Kincaid		Yes	2012	As a result of the point of take off a meter will be required.

6	Fernleigh	18.5 l/s	Yes	2014	The existing water meter is of a mechanical type that does not comply with the requirements of the regulation.
7	East Coast	5 l/s	Yes	2016	The existing water meter is of a mechanical type that does not comply with the requirements of the regulation.
8	Oaro	5l/s	Yes	2016	The existing water meter is of a mechanical type that does not comply with the requirements of the regulation.
9	Peketa	4.5l/s	No	N/A	As the water take is less than 5l/s a meter will not be required.

Table 2: KDC Consented Water Take

2.0 SEWER SYSTEM

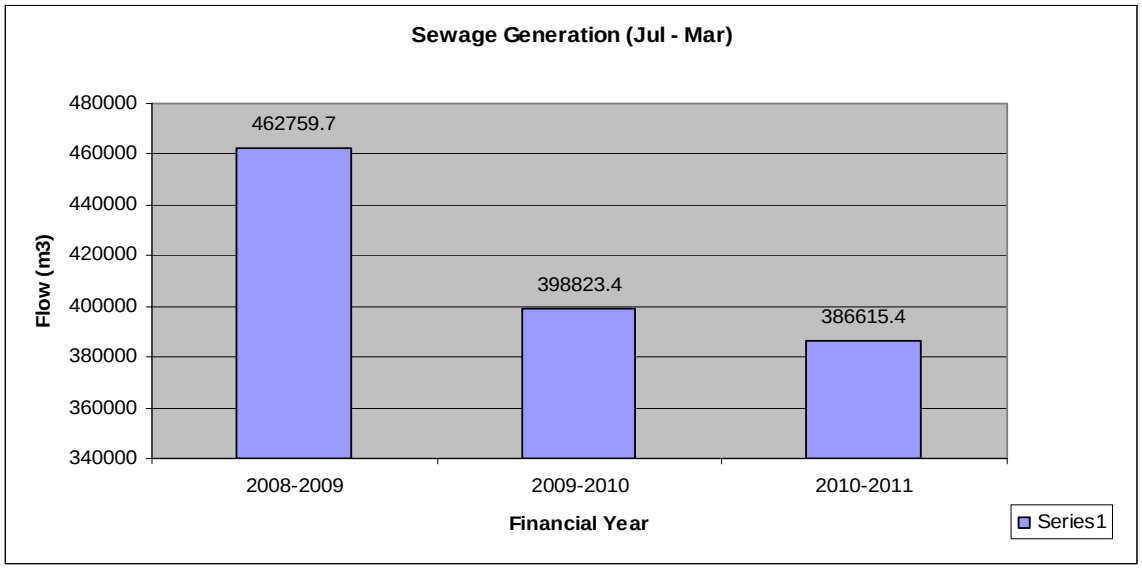
Table 3 below shows the average sewage flows for the reporting month as measured at the Mill Road pumping station while figure 2 on page 13 shows the sewage generation to date in comparison to previous years.

The total flow for the month of February 2011 was approximately 44,004m^3

Sewage flows (m3/day) – Mill Rd			
	avg	***max***	***Total Flow***
Jan 2011	1526	2093	47314
Feb 2011	1572	2093	44004
Mar 2011	1598	2820*	49535

Table 3 : Sewage generated for reporting period

The measured Dissolved Oxygen (DO) averaged 3.2mg/l for the reporting month.



During the reporting month we lost one of the pumps at the South Bay sewage pumping station. Brown Brothers who supplies this pump advised it would cost approximately $4000.00 to do a temporary repair which they could not guarantee will last. Based on this we have ordered a new Flygt Submersible Pump which we anticipate will be with us within the next 4- 6 weeks. Once received we will immediately have it installed.

2.1 Sewer Renewals
Tenders for the sewer renewal works went out on March 16th, 2011. Tenders are expected to be received at the Council's Office on April 15th, 2011. Once we are in receipt of the tenders an evaluation will be carried out and our recommendation regarding how to proceed will be presented to Council.

2.2 Aerated Lagoon
The Civil works for this new asset have commenced. Main power is also schedule to be onsite on April 14th, 2011 to start upgrading the power supply. Once the civil works are completed the new blower shed will also be constructed and the aeration suppliers will install the aeration equipment followed by the testing and commissioning of the system. It is anticipated that all the works will be completed by June 30th, 2011.

3.0 STORMWATER

Urban Stormwater
There were no major issues for the reporting month.

Fulton Hogan is currently carrying out civil works to upgrade the Sullivan's Gully stormwater system. Upon completion, it is expected that the works will mitigate the transportation of limestone debris onto the University of Canterbury premises during heavy rainfall resulting from spill over of the Council storm-water system.

It must however be noted that limestone debris will still be transported at times by rain-fall run-off within the gully however, the cleanup task will not be the responsibility of Council. Council will however assist if and when required in such instances.

4.0 PARKS AND RESERVES

A thorough inspection of all the reserves was not carried out during the reporting month however the sites that were inspected were in fair condition.

Tom's Track
The retaining work along Toms track was completed towards the end of March 2011. The remaining phase of the works includes:

1. Phase 2 - Installing 5 x sections of stairs and 5 sections of handrails
2. Phase 3 - basic track work along the existing track.

We hope to complete the above work in the next financial year.

South Bay Recreational Reserve

Report on Barbeque
Following the request by Council to seek costing for the installation of an electric barbeque at the South Bay recreational reserve, options for the supply and installation of this work were investigated.

Findings

There is an existing electrical cable measuring approximately 200m in length from which an electrical connection is provided to the toilet facility at this reserve. This cable is not of adequate capacity to accommodate the installation of an electric barbeque in the desired location (where the previous barbeque was located). To install a barbeque in this location the following work will be required:

- upgrading of the entire length of cable
- archaeological assessment and monitoring
- road crossing and trenching not only in the road reserve but also across Moa Road.

As a result of these extra works, the cost to install the barbeque in this area is shown in the table below as option 1 with the different prices for varying types of barbeques - Barbeque to be bricked in (figures 1 -4) and barbeque that does not require to be bricked in (figures 5 -8)

Option 1 – Barbeques required to be bricked in

		Approximate cost			
		Option 1A -BI	***Option 1B -BI***	***Option 1C -BI***	***Option 1D -BI***
Item	***Description***				
1	supply of approximately 200m of upsize cable	$8,000.00	$8,000.00	$8,000.00	$8,000.00
2	To install cable inclusive of cutting across Moa Road, reinstatement of trench and re-instatement of roadway	$5,000.00	$5,000.00	$5,000.00	$5,000.00
3	To install barbeque inclusive of electrical wiring etc	$3,010.00	$3,010.00	$3,010.00	$3,010.00
4	To prepare archaeological assessment	$600.00	$600.00	$600.00	$600.00
5	to monitor site during trenching ($140/hr and $1/km)	$1,500.00	$1,500.00	$1,500.00	$1,500.00
		$18,110.00	**$18,110.00**	**$18,110.00**	**$18,110.00**
6	Supply barbeque	$3,939.00	$5,660.00	$9,605.00	$6,195.00
	Brick in barbeque	$2,000.00	$2,500.00	$3,500.00	$2,000.00
	Total	**$24,049.00**	**$26,270.00**	**$31,215.00**	**$26,305.00**

Figure 1: Option 1A - BI

Figure 2: Option 1B - BI

Figure 3: Option 1C - BI

Figure 4: Option 1D - BI

Options 1 – Barbeque not required to be bricked in

		Approximate cost			
		Option 1A - NB	***Option 1B - NB***	***Option 1C - NB***	***Option 1D - NB***
Item	***Description***				
1	Supply of approximately 200m of upsize cable	$8,000.00	$8,000.00	$8,000.00	$8,000.00
2	To install cable inclusive of cutting across Moa Road, reinstatement of trench and re-instatement of roadway	$5,000.00	$5,000.00	$5,000.00	$5,000.00
3	To install barbeque inclusive of electrical wiring etc	$3,010.00	$3,010.00	$3,010.00	$3,010.00
4	To prepare archaeological assessment	$600.00	$600.00	$600.00	$600.00
5	to monitor site during trenching ($140/hr and $1/km)	$1,500.00	$1,500.00	$1,500.00	$1,500.00
		$18,110.00	**$18,110.00**	**$18,110.00**	**$18,110.00**
6	Supply Barbeque	$6,130.00	$7,270.00	$10,315.00	$11,425.00
	Total	**$24,240.00**	**$25,380.00**	**$28,425.00**	**$29,535.00**

Figure 5: Option 1A - NB

Figure 6: Option 1B - NB

Figure 7: Option 1C - NB

Figure 8: Option 1D – NB

Another option (Option 2) was also investigated and involves the location of the barbeque closer to the entrance of the reserve. The difference in this option as opposed to option 1 above are:

- the cable would not require upgrading
- no road crossing etc would be required
- a new concrete pad and roof would be required
- a new water connection would be required.

From both estimates, option 2 is approximately $10,000.00 cheaper than option 1. The major difference in cost relates to the supply of the upsized cable, trenching and installation of the cable as shown in table below.

		Approximate cost	
		Present Location	***new location***
Item	***Description***		
1	supply of approximately 200m of upsize cable	$8,000.00	$0.00
2	To install cable inclusive of cutting across Moa Road, reinstatement of trench and re-instatement of roadway	$5,000.00	$0.00
3	Trenching of small pit to tap into existing cable	$0.00	$300.00
4	To construct new concrete pad and roof	$0.00	$2,500.00
5	To install barbeque inclusive of electrical wiring etc	$3,010.00	$2,200.00
6	To prepare archaeological assessment	$600.00	$600.00
7	to monitor site during trenching ($140/hr and $1/km)	$1,500.00	$1,500.00
8	Run water supply to area closer to proposed location of the Barbeque		$800.00
	Total	**$18,110.00**	**$7,900.00**

Option 3 - Gas
As an alternative to an electric barbeque the cost for gas barbeques was also investigated.

The cost for this would be approximately $8995.00, $2,000.00 of which includes cost to brick in the barbeque.

The cost for this would be approximately $6,895.00, and does not require to be bricked in

The cost for this would be either $8070.00 or $8795.00 depending on whether there is a gas compartment door. This unit would not need to be bricked in.

Recommendation:
Considering the cost to install an electric barbeque and even a gas barbeque it is recommended that Council leaves the reserve as is without a barbeque.

Bollards
Options

1. ***Mooring chains*** – Since the last Council meeting we have received pricing from Wire Ropes who suggested that for the purpose the chains are intended for they would recommend the 16mm or 20mm size, the price for each is stated below:

    - 16mm mid link PC $19.20 per meter (approximately $6,144.00)
    - 20mm Mid link PC $28.20 per meter (approximately $9,024.00)

    - South Shore Marine indicated that the cost per meter for their 20mm chain is $40.00 (approximately $12,800.00)

    We are yet to write to Dolphin Encounter confirming their interest and also any monetary amount they are willing to contribute to the mooring chains if Council does decide to go ahead. We noted that in the Council meeting of February, 2011 mooring chain was not recommended.

2. ***Additional bollards*** - This would require an archaeological assessment and also archaeological monitoring which could be carried out simultaneously with the installation of the electric barbeque if Council decides to install this type of barbeque. It must be noted that Council currently has approximately 50 of these bollards in stock. If Council decides to install the additional bollards this would cost approximately $5580.00. (Cost includes archaeological assessment, archaeological monitoring, preparation of and lodgement for archaeological authority, materials and labour)

3. ***Board*** – This would not be an appropriate option. Based on the distance between the bollards (approximately 3m) it is thought that the boards will twist without having another support in the middle. To have this support will require digging and hence an archaeological authority similar to option 2 above.

4. ***Boulders*** - approximately 63 boulders would be required each large enough to prevent them being rolled away. Placing 63 boulders (one between bollards each of size approximately 600 - 1000mm high by 1000mmm wide) will cost approximately $5150.00 (includes supply and placing). This is not a preferred option as it will tend to detract from the bollard effect that is intended for the area.

The previous recommendation is for the existing rope to be replaced within a year. Considering the further investigations which have been carried out it is therefore recommended that;
Once the rope has been removed Council monitor whether or not having the significant spacing between the bollards results in people driving on the grassed area. If this is found to be the case then Council at that time install additional bollards to mitigate driving on the grassed area.

5.0 PUBLIC TOILETS

The toilets are in fair condition.

The Wellington Police have forwarded the camera that was stolen from the West End toilets however we have not received the funds to reinstall the camera.

6.0 Eco Burials

At their meeting of 2 March 2011 the Social Services Committee made the following recommendation; ***that Council investigate the future life of the cemetery with regard to eco and standard burial options for the next 50 years.*** As a result of this recommendation Council staff has undertaken the following investigations regarding eco-burials. In order to ascertain if an eco burial area could be included in the current cemetery, survey and landscape plans would be required.

The cost to survey and provide landscape plans for a natural burial area within the cemetery is approximately $10,500.00 - $13,800.00. The cost is broken down into two aspects as shown below.

1. Surveying and
2. Landscaping

Survey – In discussions with the landscape architect the surveying of the area would need to be carried out prior to him undertaking a landscape outline as information such as area from the survey would be required.

The cost for surveying is broken down into three stages:

1. Stage 1 (Approximately $3,000.00) – site survey, preparation of topographical plans and calculation of remaining areas.

2. Stage 2 (approximately $3,300.00)– To set out approximately 50 number plots and walkways based on adopted details as provided by Tasman District Council for the Motueka Cemetery.

   Details are:
   a. Plots are to be 2.5 x 2.5m
   b. Walkway paths within burial area to be 2.5m wide
   c. Natural burial rows to be 1m apart

3. Stage 3 (approximately $3,500.00) - Review of Council's records for existing plots and set-out of plots designated as RSA, Catholic etc.

Stage 3 of the surveying is not a must however in discussions with other Council Staff this information is required and also an electronic format is required.

Landscape Plan

Site and Background Information - $750

- Survey and other information onto CAD base plan
- Review existing project information
- Draft brief, liaise and confirm

Preliminary Plan - $1100

- Hand drawn design ideas
- Hand drawn site planning
- Format plans and send

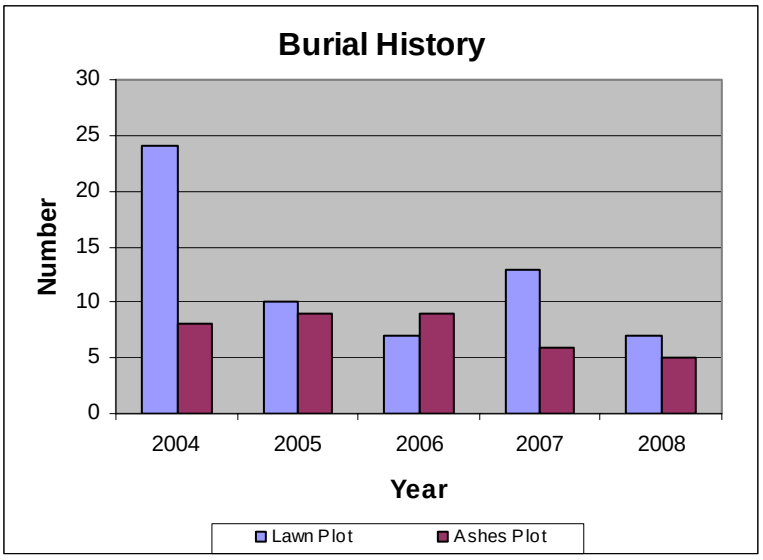
Concept Plan - $2100

- Liaison meeting on site with Project Team
- CAD based Site Planning Diagram
- CAD based Design Ideas Plan

This is a total of $3950 plus GST and disbursements and will provide a resolved design including items such as paths, plant species, and furniture and design concepts.

In total, the Cemetery occupies 4.7568 hectares and has been gazetted as Cemetery Reserve. Without having a detailed survey of the cemetery it is difficult to establish how much of this area has already been used for burial, how much cannot be used and how much can still be used as burial site. If Council recommends for a survey to be carried out, the capacity of the cemetery can be established which can then be used to assess how much area can be afforded to eco burials.

In 2008 when the Sanitary services assessments were carried out it was established that there were approximately 7 years of formed plots remaining to be used (this was done based on uptake rates) as shown in figure 1 below.



At present Council does not have a Cemetery Bylaw that would impact on the types of burial within the Cemetery.

To establish how much of the cemetery has been used how much can not be used and how much can still be used a burial sites it is recommended that;
A Stage One survey of the Cemetery is completed which includes a site survey, preparation of topographical plans and a calculation of remaining areas.

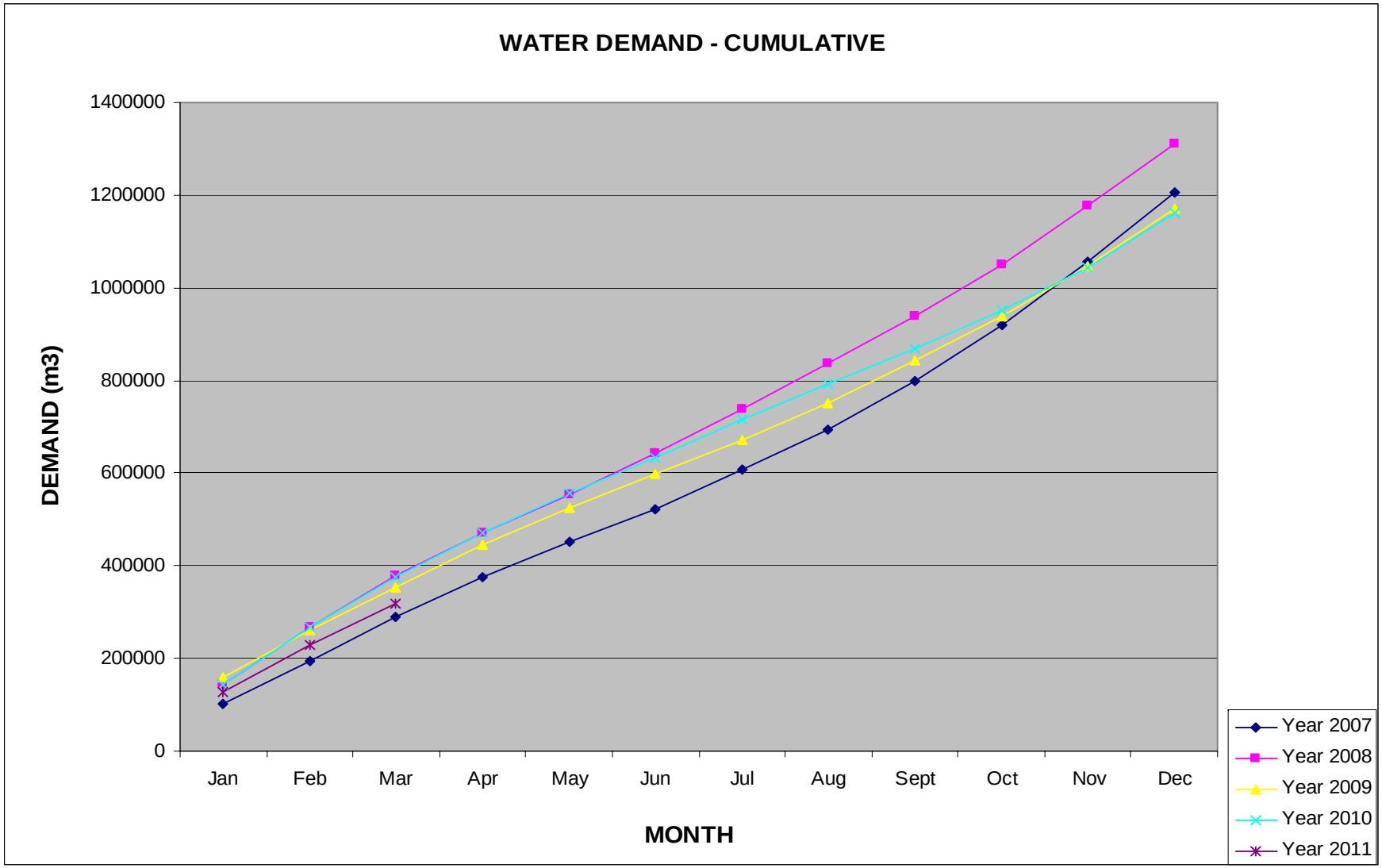


Figure 1: Yearly Cumulative Water demand

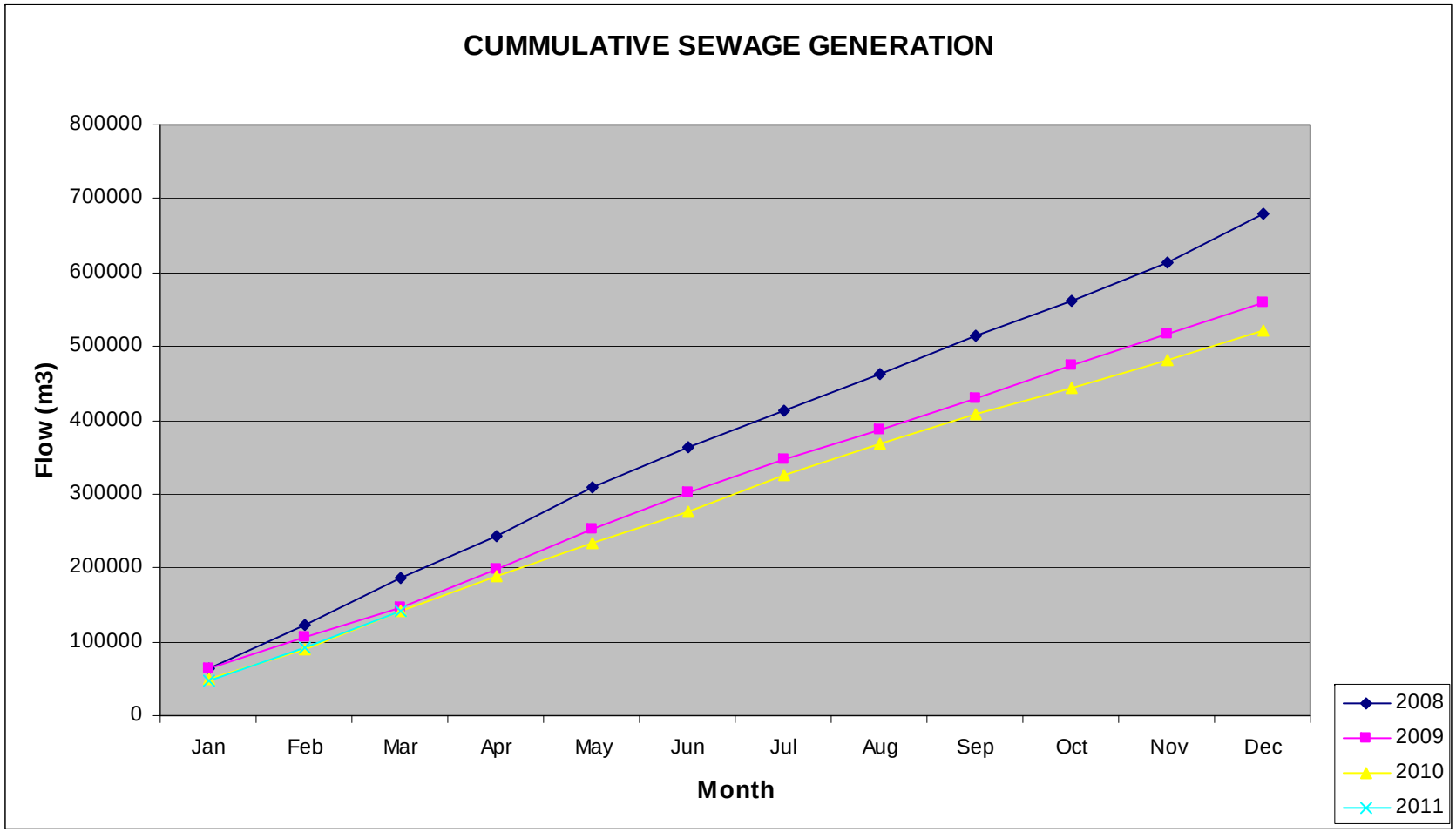


Figure 2: Yearly Sewage Generation

ROADING REPORT

1.0 Pre-Reseal Work 2011/12

The sealed roads are resealed on a cyclic basis to retain the surface integrity of the roads. The bitumen in the road oxidises over a 10-15 year period becoming brittle resulting in loss of chips which cause the pothole and surface cracking. Potholes and surface cracking allow water to get into the road base which, when combined with traffic movements, results in the failure of the roads. The sealed roads are resurfaced every 10 years on average and 12km of new seal is applied every two years. The pre-reseal work for year 2011/12 is in progress and scheduled to be completed by end of May 2011. After this the reseal contract will be tendered out.

2.0 Bridge Inspection Report

All minor bridge repairs and maintenance works is now completed.

3.0 Vegetation Control

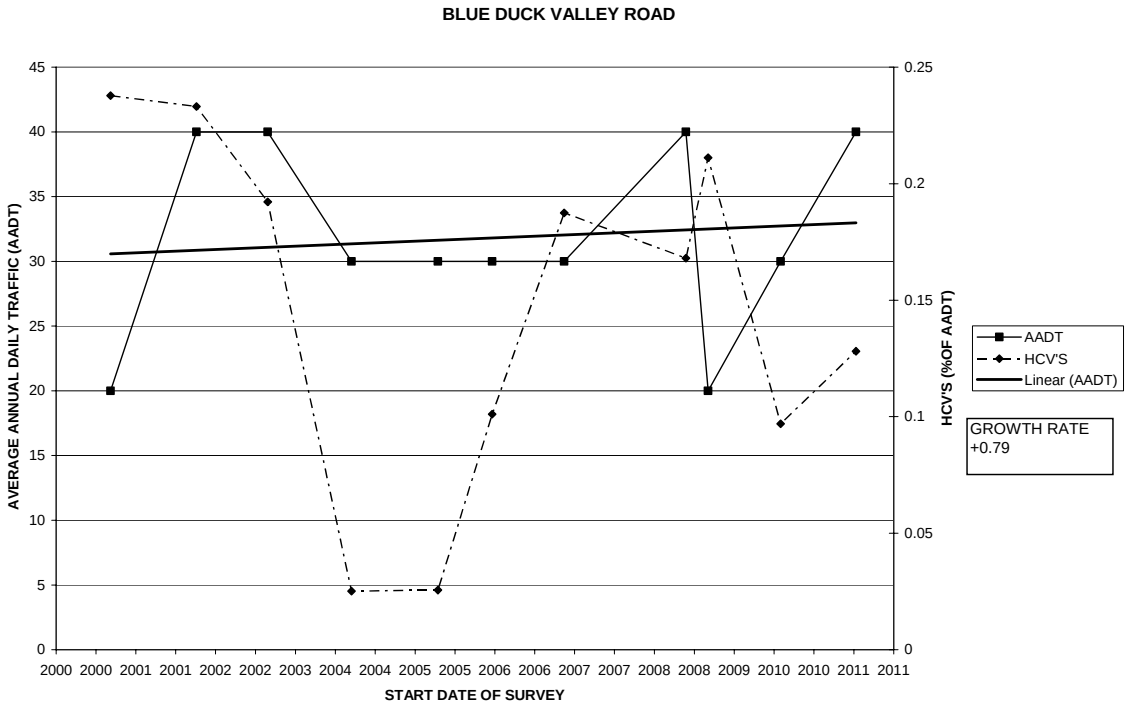
The spraying of sealed rural road edges and roadside marker posts, brides, end markers and guardrails have been completed

4.0 Traffic Count

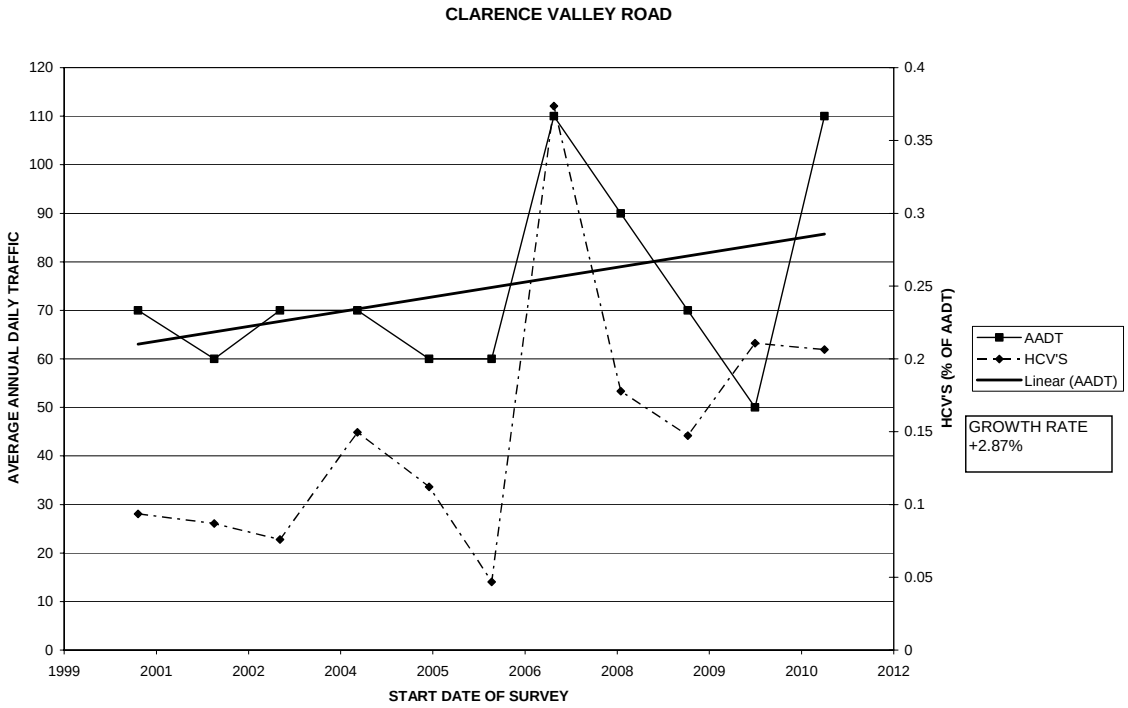
Traffic counts for the month of March 2011 is on Blue Duck Valley Road and Clarence Valley Road

Blue Duck Valley Road– 40 Vehicles per day (vpd)

The average annual daily count from 2001 to 2011 is 39 and the overall AADT growth rate since 2001 is 0.79%. Only 1.5% of the vehicles where travelling above the posted speed limit of 50kph doing between 50kph and 60kph.



Clarence Valley Road– 108 Vehicles per day (vpd)
The average annual daily count from 2001 to 2011 is 75 and the overall AADT growth rate since 2001 is 2.87%. 64% of the vehicles where travelling above the posted speed limit of 50kph. 35% of these were travelling between 50 and 60kph and 21% were travelling between 60 and 70kph.



Copies of the traffic count reports are sent to the Kaikoura Police for their information.

5.0 Traffic Signs
A total of 63 of our traffic signs were vandalised during the holiday period.

6.0 Quality
There were no quality issues during March 2011

7.0 Environmental
There were no environmental issues during this reporting period.

8.0 Traffic Control
There were no traffic control issues to report for the period.

9.0 Monthly Performance Report – March 2011

Performance Indicators	Type	Response	Number	Outside Period	% Acceptable
Surfacing	Strategic	6 Weeks	0	0	
Surfacing	Local	8 Weeks	1	0	100%
Digouts	Strategic	6 Weeks	0	0	
Depressions	Local	8 Weeks	1	0	100%
Potholes	Strategic	2 Days	6	0	100%
Potholes	Local	7 Days	0	0	
Detritus & Slip Removal	Strategic	2 Days	2	0	100%

Detritus & Slip Removal	Local	7 Days	2	0	100%
Edge Marker Post	All	7 Days	0	0	
Signs and Chevrons	All	24 Hours	2	2	0%

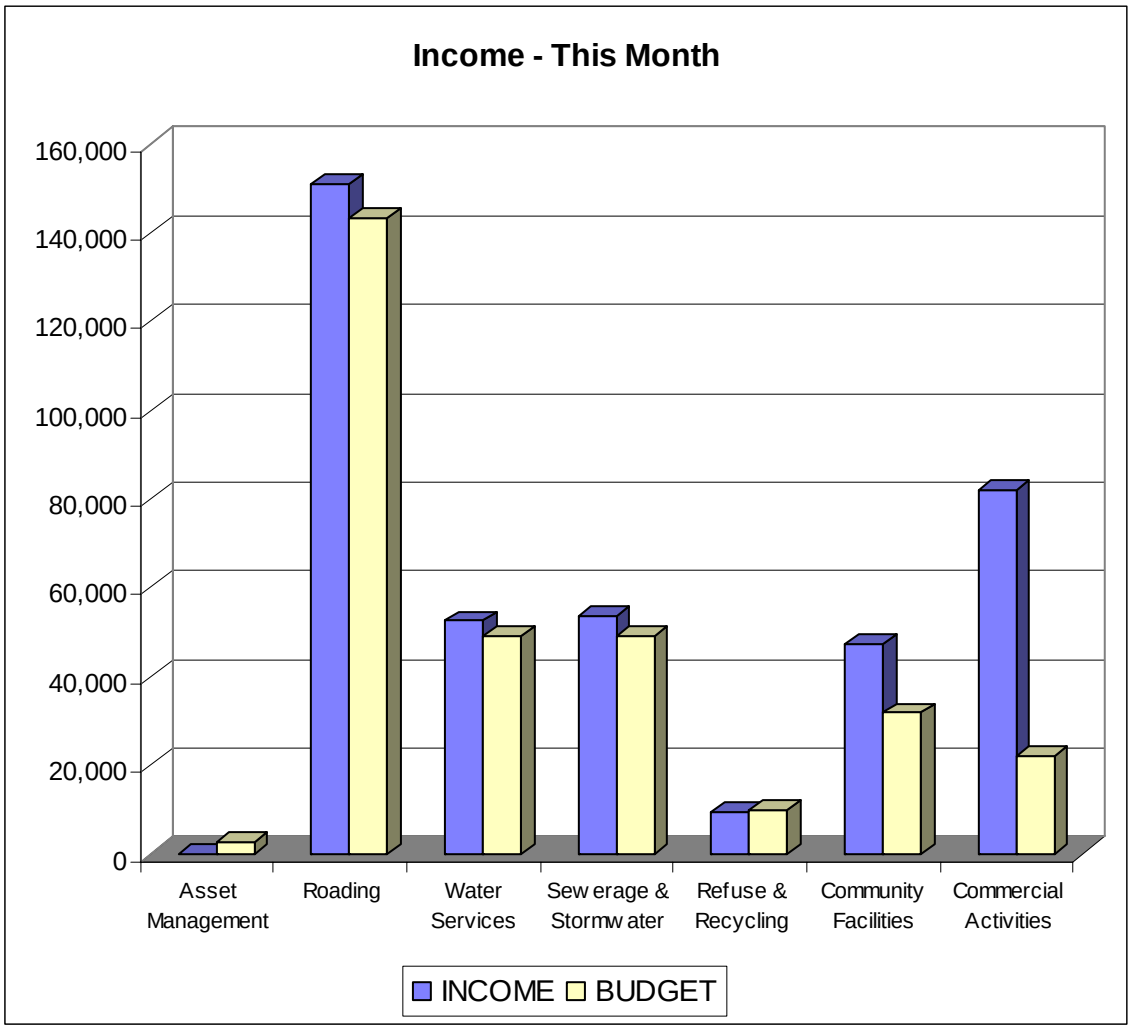
10.0 Inspections

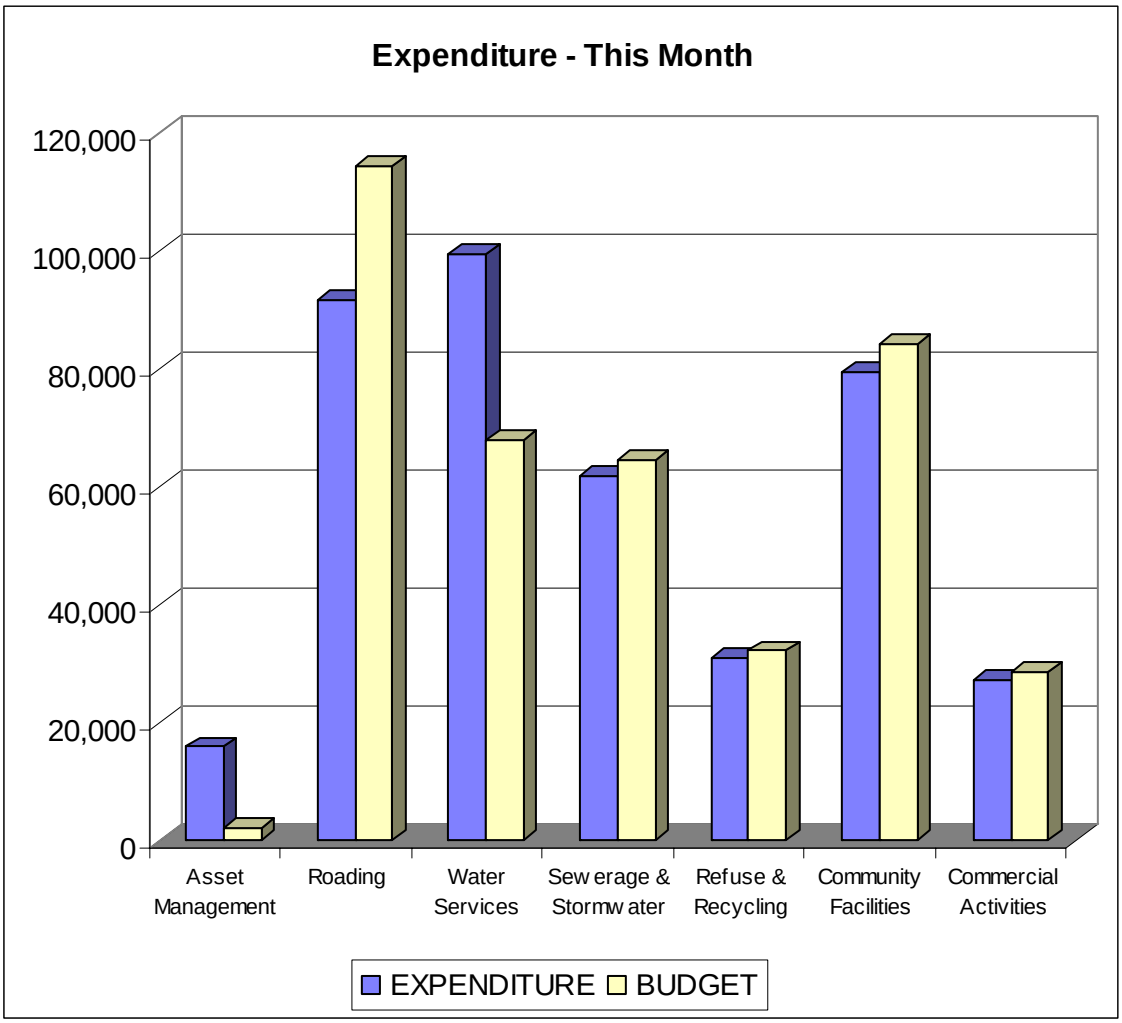
The monthly roading inspection is being carried out as specified.

11.0 Summary of Work Completed in the Period

Road Name	Potholes	Digouts	Edge Break	Other Sealing	Emergency Work	Grading	Surface Debris	Signs	Sight Rails
BEACH ROAD								Broken posts replaced	
BLUE DUCK VALLEY ROAD						Graded	Remove trees from slip		
CHURCHILL STREET				Footpath #22					
CLARENCE VALLEY ROAD						Graded			
DEAL STREET			Edgebreak	Depression					
ESPLANADE ROAD							Sweep & pickup rat-tails		
HASTINGS STREET	1 pothole repaired								
INLAND ROUTE RS00/0	4 large potholes	Digouts							
INLAND ROUTE RS16/0	1 large pothole Greenburn	4 x Digouts			Remove trees down after storm 10pm		Clean under guard rail Little Linton		
KEKERENGU VALLEY ROAD						Graded			
KIWA ROAD						Graded		No Exit	
MATARIKI ROAD						Graded			
MILL ROAD								2x new post	
PUHI PUHI ROAD						Graded		New Puhi Puhi Valley sign	
RED SWAMP ROAD								New post	
SCOTTS ROAD									New site rail
SILVER SPRINGS ROAD						Graded			
WAIPAPA ROAD						Graded			
Pre-seal inspection by Gallo done									

Works and Services Budget Report




Expenditure - This Month
120,000
100,000
80,000
60,000
40,000
20,000
0
Asset Management
Roading
Water Services
Sewerage & Stormwater
Refuse & Recycling
Community Facilities
Commercial Activities
EXPENDITURE
BUDGET