

KAIKŌURA DISTRICT COUNCIL WORKS AND SERVICES COMMITTEE MEETING

Date:	29 March 2023
Time	9.30am
Location	Totara, Council Chambers

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes to be confirmed page 2
4. Review of actions list page 4
5. Matters of Importance to be raised as Urgent Business -
6. Works and Services Monthly BAU Report page 5

**MINUTES OF THE WORKS AND SERVICES COMMITTEE MEETING HELD ON
WEDNESDAY 22 FEBRUARY AT 9.00 AM AT TOTARA, COUNCIL CHAMBERS,
96 WEST END, KAIKOURA**

PRESENT: Councillor K Heays (Chair), Mayor C Mackle, Deputy Mayor J Howden, Councillor L Bond, Councillor J Diver, Councillor V Gulleford, Councillor T Blunt, Councillor R Roche

IN ATTENDANCE: W Doughty (Chief Executive), D Clibbery (Senior Manager Operations), Becky Makin (Executive Officer)

1. APOLOGIES Nil

1. DECLARATIONS OF INTEREST Nil

2. CONFIRMATION OF MINUTES AND REVIEW OF ACTION LIST Nil

3. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS Nil

4. WORKS AND SERVICES MONTHLY BUSINESS AS USUAL (BAU) REPORT

D Clibbery advised that the resealing works have now been completed. There is likely to be a roading opex overspend for the financial year. The reseals and pavement treatment costs will show in the February capex result. The new roading engineer is working on more discipline around the monthly opex programme.

Work for the Stage 1 Link Pathway will go out to contractors who expressed an interest in the project for pricing with further works to commence in April. Good feedback was received on the upgrades to Dempsey's Track.

Waste Transfer station reconfiguration works are progressing with the end of May now a target completion date. Gabion baskets (3.3m high) are being constructed for the face of the transfer station, Council staff initially hoped for a concrete block wall however the consultants were not comfortable signing off a design for this. The assets at the transfer station; gabion baskets, compacter equipment, will be owned by the Council. Currently the Council owns all the facilities at the site, other than certain buildings and the plant equipment which are owned by IWK.

Councillor T Blunt had spoken to the Three Waters Engineer prior to the upcoming heavy rain. The engineer did undertake some emergency gravel removal. The engineer is liaising with ECAN to get a consent from ECAN to extract gravel from the riverbed, which would then be used for roads.

The following was raised that is to go through the Council's customer service request system. The Mayor asked that the CSR process be followed and issues are not raised at each monthly meeting:

- Stormwater overfills in West end – raised by Councillor J Diver, to provide photos to D Clibbery
 - Roadsides need to be resprayed by Downer - raised by Councillor R Roche
 - Mt Fyffe drains at Schoolhouse Road - raised by Councillor R Roche
 - Issue on Killarney Street with chorus cable and trench slumping - raised by Councillor R Roche.
- Noted staff are following up with chorus on the quality of finish on council assets.

A request was made for Council staff to include the raised dates and due dates on the CSR table on page 3 of the Agenda (**ACTION**).

RESOLUTION

That the Committee receives this report.

Moved: Councillor T Blunt

Seconded: Mayor C Mackle

CARRIED UNANIMOUSLY

There being no further business, the meeting closed at 9.25am.

CONFIRMED _____ Chairperson
Date

**WORKS & SERVICES COMMITTEE
ACTIONS ITEMS AS AT 23 MARCH 2023**

CLOSED ACTION ITEMS

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
1	Rubbish on SH1	W Doughty	-	Raised with Colin Knaggs at Waka Kotahi
2	Include raised and due dates on CSR table	D Clibbery	March 2023	Included new reporting format showing sub types with routine/urgent raised during the period

Report to:	Works and Services Committee
Date:	29 March 2023
Subject:	Works and Services BAU Report
Prepared by:	D Clibbery - Senior Manager Operations
Input sought from:	M Russell – Works Manager B Apperley - Three Waters Engineer J Prentice – Roothing Engineer M Way – Contracts Administrator
Authorised by:	W Doughty – Chief Executive Officer

1. PURPOSE AND ORIGIN

This report provides an overview and status update on works and services activities.

Works and services include:

- Maintenance and operation of the local roading and footpath network and associated infrastructure (bridges, signs, street lights, road marking, barriers etc)
- Maintenance and operation of 3 waters networks and schemes
- Operation of waste collection, recycling and other minimisation and residual waste disposal
- Maintenance of reserves, parks and toilets
- Maintenance of community facilities
- Maintenance of airport and harbour infrastructure.

2. RECOMMENDATIONS

That the Council receives this report.

3. GENERAL

This report mainly related to the mid February – mid March period. The W&S team continued to operate with a number of staff absences or vacancies during this period, but were pleased to welcome James Prentice on board as our new roading engineer in late February.

Despite the limited staff resources and significant workloads the team has continued to respond very effectively to operational matters, and particular credit is due to our new Contracts Administrator, Maree Way, for helping us to get better organised in this respect.

Responses and closures of customer service requests (CSRs) continue to be much better than has been the case in the past, as reflected in the following table of CSRs for the month.

Period 13 February to 17 March 2023				Currently All Open
Type Subtype	Routine	Urgent		
Footpaths \ Maintenance/Safety Improvement-Footpaths	2		2	
Harbour \ Damaged or Dangerous Slipway Surface	1			
Property \ Memorial Hall	1			
Property \ Pensioner Flats	3			
Property \ Property Maintenance Required	2		1	
Reserves \ Reserves - miscellaneous	1			
Reserves \ Trees Need Pruning	1			
Reserves \ Walkways Maintenance	1			
Roads \ Feedback/Suggested Improvement-Roading	1		1	
Roads \ Illegal Parking	1			
Roads \ Maintenance Improvement Roads	3		2	
Roads \ Pothole/Poor Road Surface	2		1	
Roads \ Road Flooding / Drains Blocked	1		2	
Roads \ Vegetation	3		4	
Stormwater \ Blocked Drain	1			
Stormwater \ Feedback/Suggested Improvmnt-Stormwater	4		3	
Stormwater \ Flooding onto Property	1			
Streelights\ feedback/Suggested			1	
Streelights\ Streelight - Light Out	1		1	
Toilets \ Feedback/Suggested Improvement-Toilets	1			
Toilets \ Maintenance / Safety Improvements - Toilets	5		3	
Waste \ Rubbish Lying Around	1			
Water \ Feedback/Suggested Improvement-Water	2		1	
Water \ No Water	1	1		
Water \ Water Connection Issue or Enquiry	2			
Water \ Water Leak	4			
Water \ Water Not Clear	1		1	
	Total	45	1	23
W&S Applications		Approved		
Traffic Management Plans		2		
Over Weight Permits		54		
Before U Dig Permits		6		
Vehicle Crossing		2		
3 Water Connections		4		

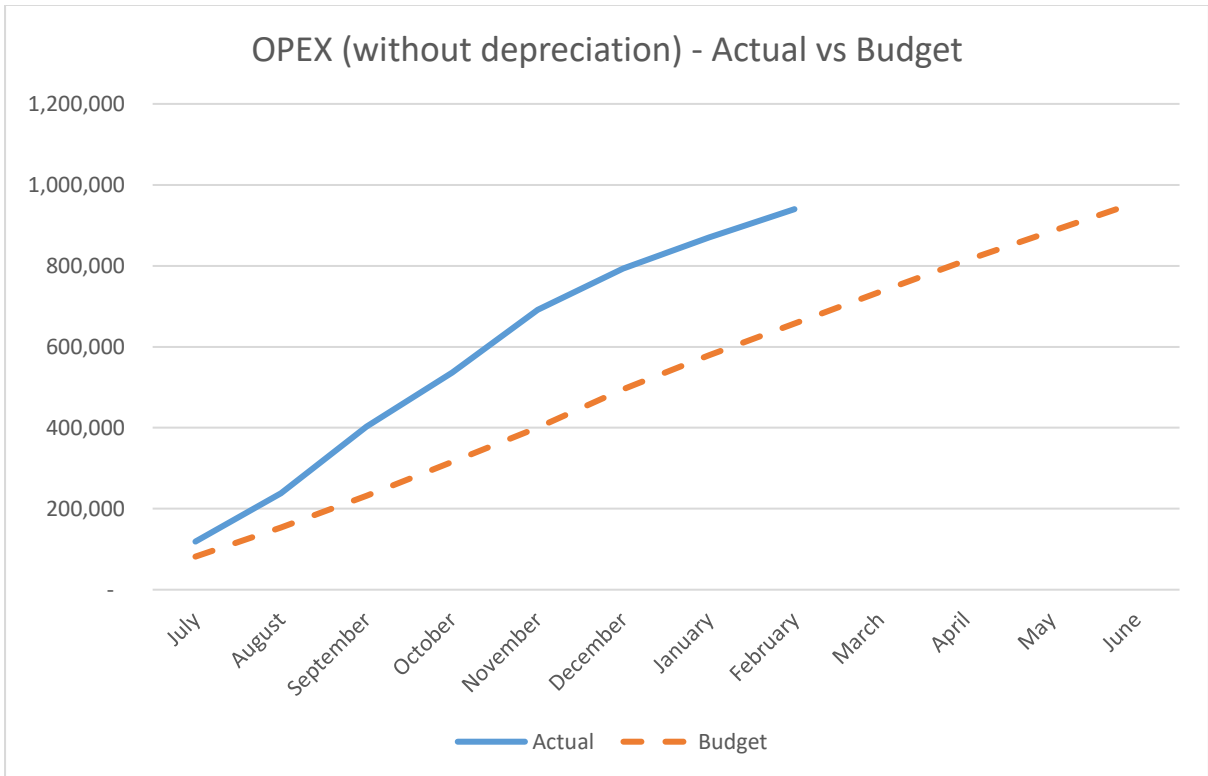
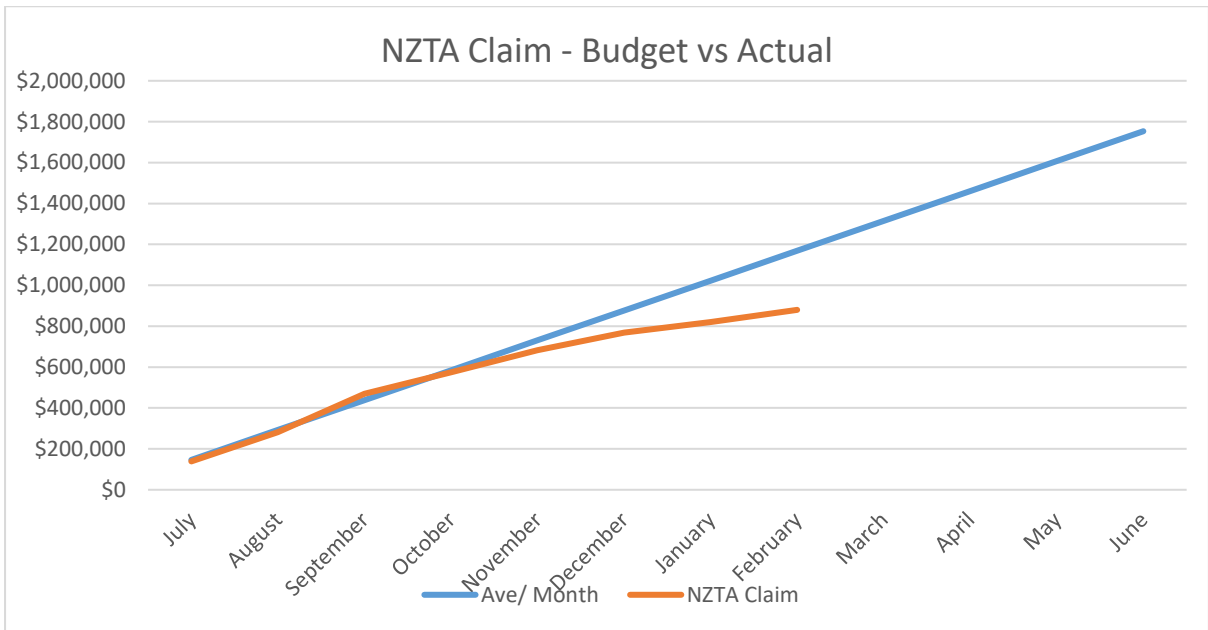
4. ROADING

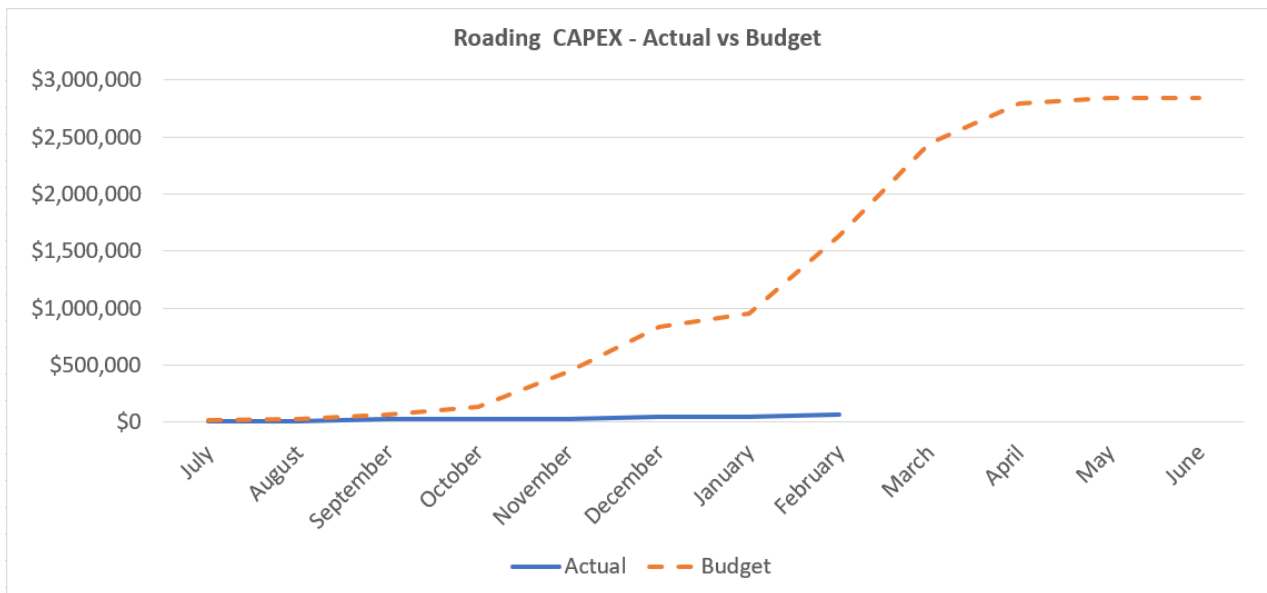
Road Maintenance Contract

Verbal update to be provided at the meeting.

Expenditure

Verbal update to be provided at the meeting.

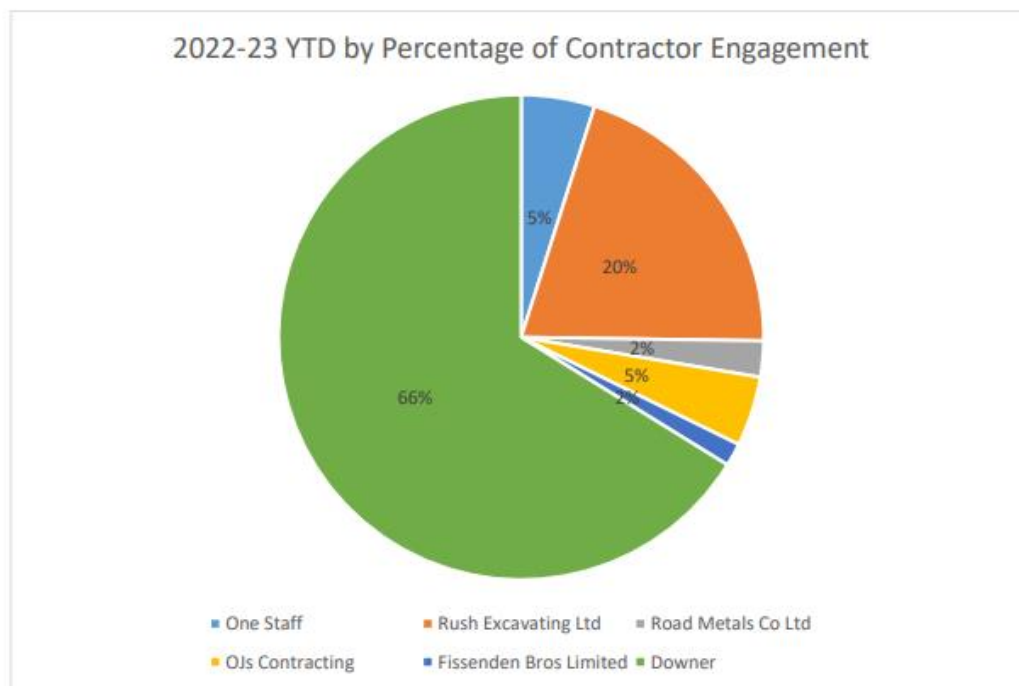




A breakdown of OPEX expenditure to 31 December is presented below.

	February Activity		Year To Date			Full Year			
	Actuals	Budget	Actuals	Budget	Variance	Committed	Act + Com	Budget	Variance
Operating Cash Flow									
Net Cost of Service									
Operating Costs									
▣ Administration and office expenses	29		525		525	86	611		
▣ Maintenance and operating expenses	71,355	78,401	943,380	660,048	283,332	25,466	968,845	961,060	101%
3438 Costs to be Recovered	1,638		3,381		3,381		3,381		
3482 Minor Events 140	1,803	6,075	50,355	48,600	1,755	1,500	51,855	72,900	71%
3600 Level Crossing Warning Devices		512	1,763	4,096	(2,333)	1,301	3,064	6,144	50%
3601 Sealed Pavement Mtce 111	8,598	12,600	233,229	113,400	119,829		233,229	151,200	154%
3602 Unsealed Pavement Mtce 112	18,930	14,400	118,750	115,200	3,550		118,750	172,800	69%
3603 Routine Drainage Mtce 113	6,129	6,300	145,390	50,400	94,990	800	146,190	75,600	193%
3604 Structures Maintenance 114	403	4,267	33,672	34,134	(462)		33,672	51,200	66%
3605 Environmental Maintenance 121	14,313	11,700	154,147	93,600	60,547	59	154,206	140,400	110%
3606 Traffic Services Mtce 122	5,226	11,700	42,765	93,600	(50,835)		42,765	140,400	30%
3609 Network & Asset Management 151	12,535	10,506	113,026	94,048	18,978		113,026	136,080	83%
3611 Cycle Path Maintenance		341		2,730	(2,730)			4,096	0%
3612 Land Transport Safety projects			9,000	10,240	(1,240)		9,000	10,240	88%
3617 Southern Access Route	1,614		37,738		37,738	17,680	55,418		
3670 Fords (Hapuku Puihi Kahutara)	165		165		165	4,126	4,291		
Operating Costs Total	71,383	78,401	943,904	660,048	283,856	25,552	969,456	961,060	

Allocation of contractor engagement for the financial year to February 2023 is shown in the following chart.



Focus Areas for the next 3 months:

- Sign renewal and replacements
- Pavement repairs – Yarmouth and Killarney Streets
- Unsealed road metalling (northern roads)
- Area wide pavement treatment for Ludstone Road
- Continuing grading and vegetation control

Mt Fyffe Drain

Verbal update to be provided at the meeting.

Metalling of Unsealed Roads

Verbal update to be provided at the meeting.

Footpath Improvement Working Group

The group had a third meeting on 22 February, as which a prioritised program of improvement works for the current and following years was agreed, for recommendation to Council. This programme was subsequently approved by Council and staff are now in the process of preparing specifications of the work for tendering.

A further meeting of the group will be convened to consider later years of programmed improvements once tender prices have been received, which will allow better estimates to be made of what can be achieved with the available budget.

Health & Safety

To be confirmed at meeting if there were any reported health and safety issues this period.

Environmental

To be confirmed at meeting if there were any reported health and safety issues this period.

Clarence Valley Access Project

ECan has indicated that KDC's application for resources consents in respect of the project face a number of challenges which are likely to create further delays. Council staff are considering the implications of these comments from ECan, and have put on hold some next project steps until there is greater clarity on these matters.

Infrastructure Acceleration Fund Project

The area wide pavement treatment on Ludstone Road has now commenced.

The awarding of further works remains dependent on the outcome of the consenting process for the Vicarage Views subdivision.

5. THREE WATERS

3 Waters Technical Regulator (Taumata Arowai)

Comments are due in March from Taumata Arowai following their reviews of the draft source risk management plans and drinking water safety plans that were lodged by KDC in November 2020.

Information was provided to demonstrate satisfactory chlorine levels in the East Coast scheme network. This was to support lifting of the long-standing boil water notice on this scheme. There had not been a response to KDC at the date of drafting this report.

Water Quality and Quantity

The water supply schemes have generally continued to operate well, with the exception of Kincaid. This had further issues with raw water quality

Kincaid is the only scheme that KDC currently manages that has a surface water source (a collector gallery beneath the Waimangarara River). All other schemes have groundwater bore sources. The aerial image below shows the river intake area, the raw water pipeline suspension bridge, the raw water storage tanks and (in the horseshoe shaped area) the treated water tanks.



Kincaid Water Supply Intake and Treatment Plant

The Kincaid scheme is currently capable of delivering up to 7 litres/second, or up to 600 cubic metres a day, of potable water complying with the Taumata Arowai quality rules. This is subject to the availability of raw water, and to the turbidity of the raw water being very low. If the turbidity is too high the current ultraviolet light disinfection unit cannot provide a compliant UV dose rate at 7l/s. Filtration alone would not provide a permanent solution.

The treatment plant has 600 cubic metres (24 hours) of raw water storage and 120 cubic metres (5 hours) of treated water storage. Customers are expected to have their own 3 days of storage. Heavy rain and/or snowmelt in the catchment can result in raw water turbidity being too high for over 5 days and customers running out of water unless substandard water is delivered. Extreme rainfall may result in prolonged outage of the intake. Low summer flows are also a concern.

Options being investigated with the scheme committee and equipment suppliers include one or more of the following:

- A different source, either a new streambed intake or a groundwater bore
- Reducing the flow rate through the UV
- Additional raw and/or treated storage

Surveys of supply restrictors are continuing at Fernleigh. As at Kincaid, the survey is expected to show variances between observed restrictors and council records, and corrections will need to be made.

E. Coli were not detected in any treated water samples during the reporting period.

Stormwater

A number of urban stormwater issues were noted during and following a short sharp rainfall event in late February. The peak recorded rainfall rate was 18 mm/hour at the Kaikoura automated weather station. This would have had about a 5 year average return interval (ARI) under previous criteria, before taking climate change into account. Pit (sump) and pipe systems are usually designed for at least 5 year ARI. The peak rainfall rate occurred on a wet catchment, so almost all of the rainfall resulted in runoff. The effects included:

- Trash blockages on pipe entries and inlet grates, and outlet grates. This was despite patrols by contractors
- Blockages within historical pipe arrangements where larger pipes upstream had been connected to smaller pipes downstream
- Some underperforming pit, pipe and swale systems, e.g. in Ocean Ridge. A targeted investigation is under way on that.
- Pit, pipe and swale systems in other areas performing at their limit.

The event emphasised the need for:

- Ensuring blockage risks at pipe entries, within pies and at and outlets are managed
- Planning for and maintaining secondary flow paths to manage risks to properties and public infrastructure
- Providing stormwater detention or other onsite systems for new developments, and for subdivisions within existing areas, to prevent flooding or scour effects downstream.

Wastewater

High wastewater flows also occurred in a number of urban areas during and following the February event. There was one recorded wastewater overflow to a private property adjacent to Churchill St. This was unexpected and may have been caused by a partial blockage. It was rapidly resolved by IWK. Flows in other areas behaved as expected, and the inflow and infiltration control work programme will continue as planned.

Focus areas for next three months

- Lifting the boil water notice for East Coast
- Continued involvement with National Transition Unit (NTU) for three waters reform
- Obtaining reliable information against which Key Performance Indicators can be assessed
- Completion of flow restrictor surveys and updating of associated rating records

6. PARKS, RESERVES AND PROPERTIES

Parks and Reserves

The dead Norfolk Pine in the Memorial Gardens has been removed and a stump grinding company engaged to take the sump below ground level with new lawn sowed. Council maintenance staff have also spent several hours cutting back and cleaning up some of the overgrown hedges around the town. The large number of campers overnighing in the district has placed a lot of pressure on our toilet facilities and parking areas. A number of these were in town due to the cancellation of many of the ferry crossings.

Council Buildings and Facilities

Drainage and plumbing at the Memorial Hall has been causing issues with several storm water pipes being blocked and water leaks in the toilets causing problems. These have now been fixed.

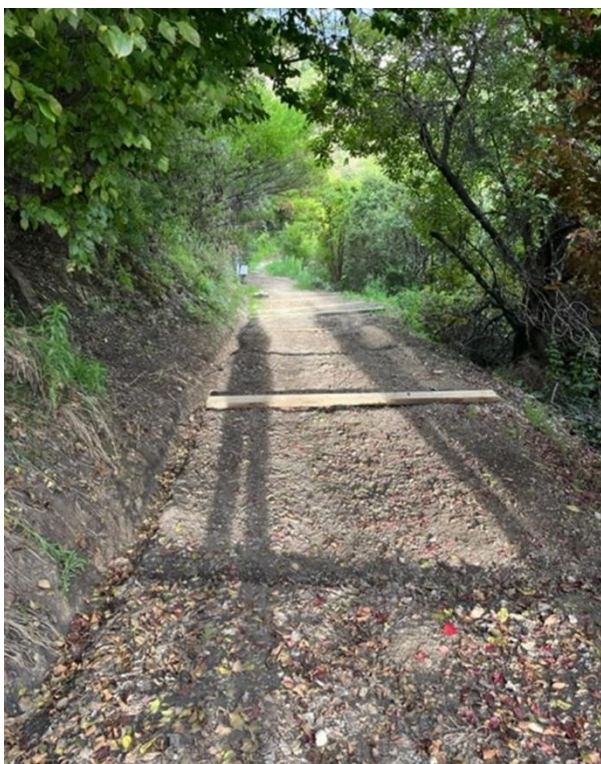
Pensioner unit 7 has been completed and the new Tenant has moved in.

Tenders for the sealing of the carparking and common areas of the Pensioner units as well as the Lookout are being sourced from contractors. Heat Pumps are booked to be serviced next month.

Airfield audits are continuing with movements increasing considerably on last year.

Link Pathway Stage 1:

Work is being completed on the finer details and profile drawings of the stage one areas. Quantities for each area has been identified and procurement of materials is underway. Trial areas will be identified and placed with different textures in order to gauge the most suitable products.



Consideration is also beginning to be given to potential 'accessory' features or structures that will add interest and appeal to the pathway experience.

It is intended to invite tenders for the first 2 sections of the pathway in the near future, these being for widening and resurfacing of the timber boardwalk to Point Kean and for the renewal of the existing footpath along the southern side of Avoca Street, which also forms part of the pathway route.

Work on Dempseys track is continuing with several new steps and resting areas in place. Work, including repainting handrails etc will continue as weather permits.

7. SOLID WASTE

Business as Usual

IWK has presented KDC staff with a claim for additional expenditure associated with refuse operations arising from delays in the commissioning of the compactor.

As yet staff have not assessed the validity of this claim.

Resource Recovery Centre Reconfiguration

With the retaining wall structure now largely complete construction of the large concrete slab on which the compactor will rest has now commenced.



Tenders are being invited for finishing and sealing of the new entrance road.

It continues to appear that the transfer station should be able to commence operation in May. ECan met with KDC staff and IWK's General Manager to discuss the final closure of the landfill site. KDC staff also met on-site with the specialist geotechnical consultant who is to prepare the site closure plan. Neither of these discussions suggested that requirements for closure would be significantly greater than what was previously envisaged.

8. COMMUNITY OUTCOMES SUPPORTED



Community

We communicate, engage and inform our community



Development

We promote and support the development of our economy



Services

Our services and infrastructure are cost effective, efficient and fit-for-purpose



Environment

We value and protect our environment



Future

We work with our community and our partners to create a better place for future generations