

**KAIKŌURA DISTRICT COUNCIL
WORKS AND SERVICES COMMITTEE MEETING**

Date:	27 March 2024
Time	1.30 pm
Location	Totara, Council Chambers

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes to be confirmed dated 28 February 2024 page 2
4. Review of Action List page 4
5. Matters of Importance to be raised as Urgent Business -
6. Works and Services Monthly BAU Report page 5
7. Close Meeting

**MINUTES OF THE WORKS AND SERVICES COMMITTEE MEETING HELD ON
WEDNESDAY 28 FEBRUARY 2024 AT 9.36 AM AT TOTARA, COUNCIL CHAMBERS,
96 WEST END, KAIKOURA**

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

IN ATTENDANCE: W Doughty (Chief Executive Officer), P Kearney (Senior Manager Corporate Services), D Clibbery (Senior Manager Operations), O Joensuu (Technical Services Manager), M Russell (Works Manager), Becky Makin (Executive Officer-Minutes)

1. APOLOGIES

Apologies were received from Councillor L Bond and Councillor R Roche.

Moved: Deputy Mayor J Howden
Seconded: Mayor C Mackle

CARRIED UNANIMOUSLY

2. DECLARATIONS OF INTEREST

3. CONFIRMATION OF MINUTES

3.1 Works & Services Committee meeting minutes dated 31 January 2024

RESOLUTION

THAT the Council:

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 31 January 2024.*

Moved: Mayor C Mackle
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

4. REVIEW OF ACTION LIST

The Action List was noted by the Committee and the following update was noted:

- The speed bump signs have been installed.

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

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

Council Officers D Clibbery, O Joensuu, M Russell and J Prentice joined the table to answer any questions from elected members.

It was clarified that customer service requests (CSR) and complaints are dealt with differently. Not all issues go through the CSR system such as water issues where people have contacted IWK directly, as these are then captured on IWK's system.

The proposed 'zebra' crossings and speed management plan on page 12 were highlighted. The raised crossing at West End could be removed if there was a concern from Council and was not required by legislation. It was noted that this was agreed by Council as part of the compromise solution from NZTA (Waka Kotahi) with regard to intersection improvements.

The Council are waiting for further direction of speed limit changes in the South Island from NZTA, noting the Hundalee's speed limit isn't being considered.

Councillor J Diver would like to run a working party on unnecessary signs in the community.

71% emergency FAR subsidy has now been approved by NZTA for the Puhi Puhi and Blue Duck, the total budget was \$800k for both projects.

Yellow parking lines will be painted in front of the Esplanade by the Sudima for safety reasons. Meanwhile Council staff will ask the Sudima to not park busses there. The Sudima have asked for the overflow carpark consent condition to be removed. KDC are open to them applying for a change in consent conditions for either the condition to be removed or for an alternate location to be found if their traffic engineers can demonstrate it. The operations team will start working on a parking strategy for the community.

RESOLUTION

That the Committee receives this report.

Moved: Mayor C Mackle
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

7. KILLARNEY STREET FOOTPATH

The ongoing maintenance was not included in the report and a maintenance cost comparison of different surface treatments was requested (**ACTION**). It was noted that if the Council were supportive of the concept, the project could proceed and a sealed surface could be installed if appropriate.

RESOLUTION

THAT the Council:

- a) Receives this report.*
- b) Approves the use of Minor Improvement Funding for the project as described in the report.*

Moved: Deputy Mayor J Howden
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

There being no further business, the meeting closed at 10.10am.

CONFIRMED _____ Chairperson

Date

THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

**WORKS & SERVICES COMMITTEE
ACTIONS ITEMS AS AT 21 MARCH 2024**

OPEN ACTION ITEMS

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
1	Provide a maintenance cost comparison of different surface treatments for Killarney Street	J Prentice	April 2024	See below.

ACTION ITEM – 1: As requested from the Killarney footpath item, below is a breakdown of the estimated Opex and Capex costs for various footpath surface types:

Surface dimensions

Total surface length = 600m (SH01 to Torquay)

Average width = 1.5m

Total area = 900m²

Estimated operation costs

- Unsealed – \$550 annually – based off 4 sprays and minor pothole repairs
- Chip sealed – \$50 annually would require a reseal in 10 to 15 years
- Asphalt - \$10 annually would require a resurface in 30 years.

Estimated surfacing costs

- Unsealed – no change to current cost estimates.
- Chip sealed – \$15/m² = \$13,500
- Asphalt – \$40/m² = \$36,000

Report to:	Works and Services Committee
Date:	27 March 2024
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 – Roading Engineer M Way – Works & Services Administrator O Joensuu – Technical Services Manager
Authorised by:	W Doughty – Chief Executive Officer

1. PURPOSE AND ORIGIN

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

2. RECOMMENDATION

It is recommended that the Council receives this report for information.

3. GENERAL

Recorded customer service requests and applications for the last month are shown in the tables below. As at 15th March, 14 of these requests remained live for further action. All urgent requests were closed in a timely manner.

Period 19 February to 15 March 2024			Currently
Type Subtype	Routine	Urgent	Open
Footpaths \ Maintenance/Safety			1
Footpaths \ Feedback/Suggested Improvement-Footpaths	1		
Footpaths \ Maintenance/Safety Improvement-Footpaths	1		
Footpaths \ Poor Service - Footpaths	1		1
Property \ Pensioner Flats	2		
Property \ Property Maintenance Required	2		1
Property \ Property Signs Missing or Damaged	2		
Reserves \ Cemetery - general enquiry	2		
Reserves \ Poor Service - Reserves	1		1
Reserves \ Reserves - miscellaneous	5		2
Reserves \ Vandalism/Damage - Reserves	3		
Reserves \ Walkways Maintenance	3		1
Roads \ Feedback/Suggested Improvement-Roading	10		1
Roads \ Illegal Parking	1		
Roads \ Maintenance Improvement Roads	1		2
Roads \ Road Flooding / Drains Blocked	1		
Roads \ Roading Sign/Marking Maintenance	4		2
Roads \ Vegetation	1		1
Sewerage \ Sewer Odour	1		
Streetlights \ Maintenance/Safety Improve-Streetlights	1		
Toilets \ Feedback/Suggested Improvement-Toilets	2		1
Toilets \ Maintenance/Safety Improvement-Toilets	4		
Toilets \ Toilets Blocked	2		
Waste \ Feedback/Suggested Improvement-Waste	3		
Waste \ Rubbish Lying Around	1		
Water \ Low Water Pressure	1		
Water \ Water Leak	4	1	
Water \ Water System Maintenance	1		
Total	61	1	14

W&S Applications	Approved
Traffic Management Plans	1
Corridor Access Requests	5
Overweight Permits	2
Before U Dig Permits	20
Vehicle Crossing	1
3 Water Connections	1
GoGet Engineering Checks	6

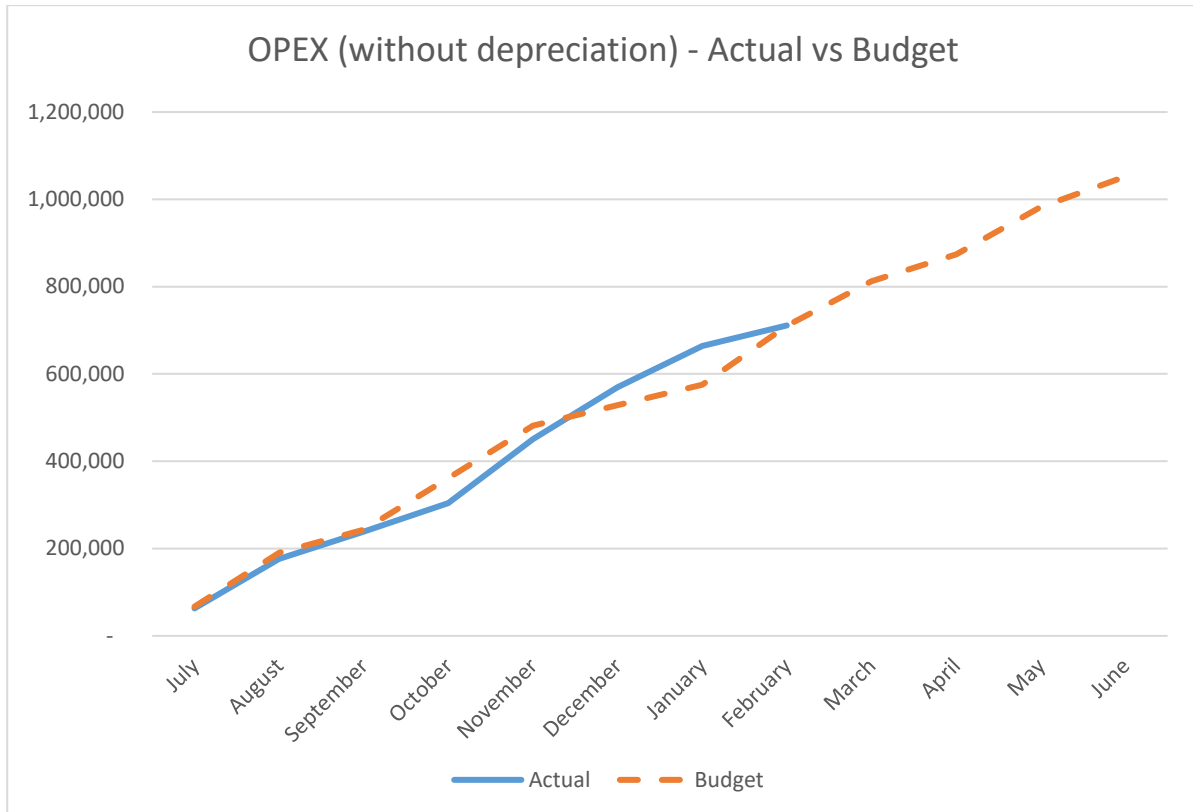
4. ROADING

Road Maintenance Contract

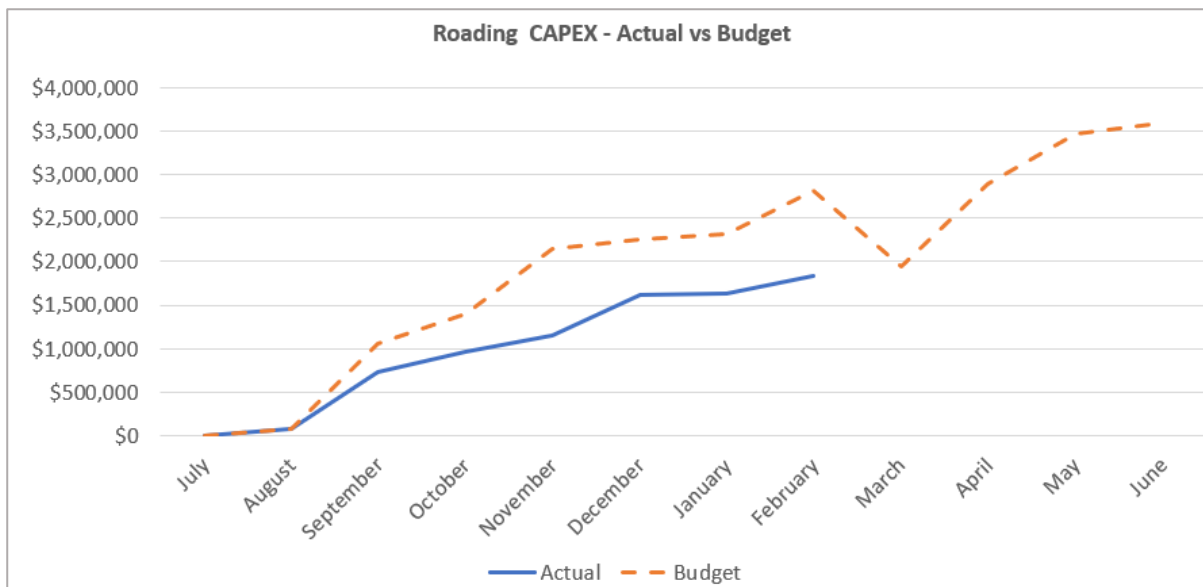
The month of February was focused to the Puhi Puhi repairs. A network wide drive over was conducted to support the programmed works. This was used at updating the rolling OPEX works schedule until the end of the financial year.

Expenditure

The monthly OPEX spend amounted to \$47,069, this was below the budgeted amount of \$134,537. Consequently, the total spends to date to less than \$1000 over budget. This brings the actual spend back in line with the budgeted spend after two months of overspending due to works being accelerated forward.



Total CAPEX for January amounted to \$199,9926. Allocated for works completed at the Puhi Puhi drop out and drainage works. The below graph has been updated to show the actual forecasted cashflow for end of the financial year. The graph below has been updated to display the forecasted cash flow for the end of the financial year. The increased budget now includes emergency repair works and the extra funding for the footpaths.



Focus Areas for the next 3 months:

- Pre-seal repairs programming for next year
- Maintenance patrols
- Continuing grading and spot metaling
- Puhi Puhi and Blue Duck dropouts
- Mt Fyffe Road metalling
- Ellerton Valhalla overlay
- Hawthorne Road overlay
- Drainage works.
- Inspection and condition rating
- Killarney footpath construction

Footpath Improvements

No change from last report. Works are planned to start in April.

The plan for the footpaths programme is for Council staff to directly manage delivery of the works in the two sections below, engaging contractors to execute the physical works.

- Beach Road (Gillings Lane to no.205)
- Esplanade (Brighton Street to Ramsgate Street)

The intention of this approach is to strengthen Council's oversight of the program and ensuring a higher level of quality in the executed works. The anticipated completion date for these works is late April.

Puhi Puhi Valley Road - Drop Out

Works are completed within the expected budget for the first stage at Puhi Puhi Vallery Road. The initial phase involved the installation of a bottom layer of rocks, comprising a 2m x 2m trench filled with river rocks. Subsequently, the bank is being reconstructed in layers, incorporating wrapped geogrid with chimney drains between the river material and the existing slope. Currently, the bench sits approximately 5m above the existing ground level, which will at least provide protection against further river erosion of the toe of the slope.

The stage 2 of the works will be completed in March. This work will see the remaining of the slope backfilled with the river material and geogrid layers.



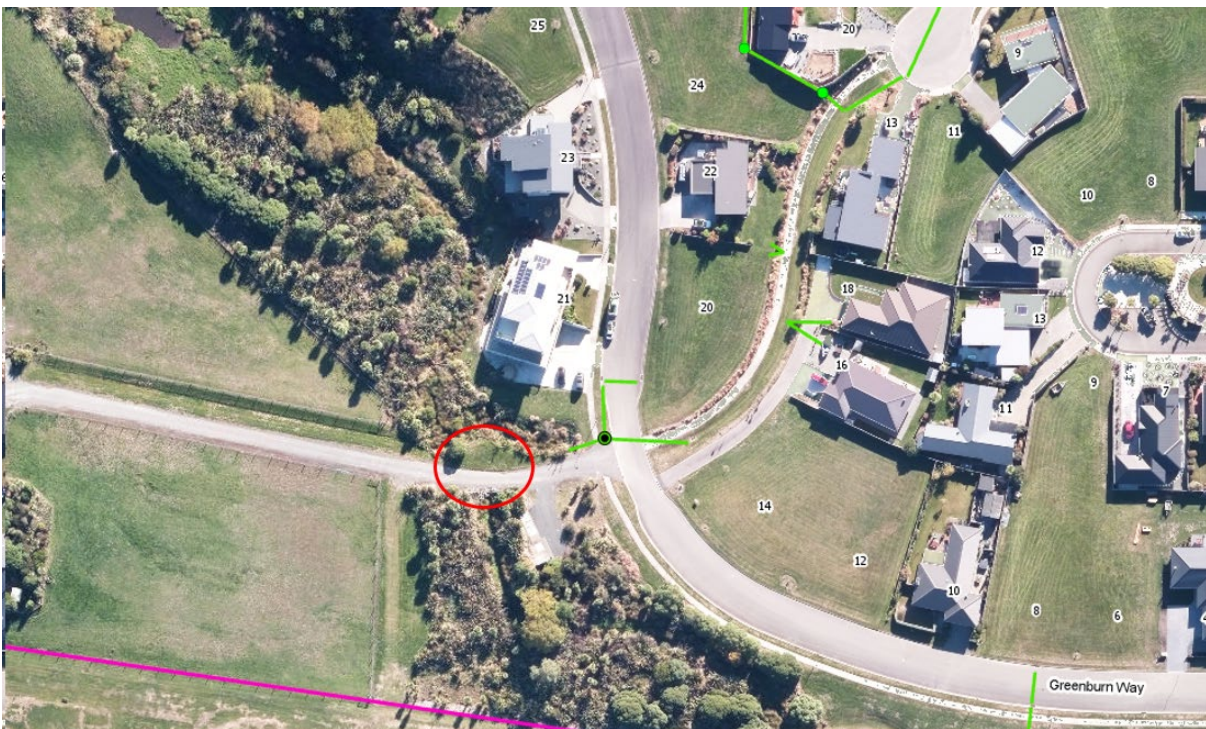
Torquay and Esplanade Intersection

Downer has started the works at the intersection upgrade with works expected to be completed by the end of March. The project is progressing smoothly, causing minimal disruption to the surrounding community.



Ocean Ridge Drainage Works

The works on the access road ford have been completed. This involved lowering the surface level of the access track and the green area adjacent to the culvert near Greenburn Way (highlighted in red in the image below). The purpose of this is to facilitate improved drainage overflow from the upstream drain at a lower level. Additionally, a vegetation clearance has been conducted around and between the culvert headwalls.





Link pathway (roading sections)

No change from last report

The unplanned drainage works has been completed at Avoca St and now the final section of footpath can be asphalted once the preparation work has been completed. Works are planned to be undertaken at the same time as the intersection upgrade.

The remaining section of roading works at Fyffe House and by the skate park are programmed to be completed before the end of the sealing season.

Proposed Pedestrian 'Zebra' Crossings

Investigations have confirmed that the proposed new crossings meet NZTA guidelines and do not need to be gazetted. The need for specific approval of such crossings from NZTA is limited to where the applicable speed limit exceeds 50km/hr or where the crossing is on a State Highway.

The raised pedestrian platform across the Esplanade near to its intersection with Torquay Street will be modified to a flat zebra crossing in conjunction with the works to modify this intersection.

Health & Safety and Environmental Issues

There have been no reported accidents /incidents for February.

Asset Management

Downer has started their round of inspections for the KDC assets and have finished the culverts and catch pits inspections.

- Of the 348 catch pits inspected 51 failed, this was mainly due to being full.
- Out of the 644 culverts inspect 94 failed, again this was due to being partially or fully blocked.

These faults will be programmed to be cleared in May.

Downer will continue to inspect the bridges, railing and undertake a nighttime audit of the signage reflectively and condition.

Waiau Toa/Clarence River Access Project

A geotechnical survey of a potential route over Jacob's Hill to this former bridge site has been undertaken and a report on the conclusions of that survey is expected to be received in the near future.

If the conclusions of that survey are encouraging there will be further investigation of river erosion protection requirements, and discussion with NZTA regarding the potential for revising the bridge location.

IAF Kaikoura Western Developments Project

The Vicarage Views Shared Path project's physical works under SP1 contract have been successfully concluded, while the remaining works under SP2 are currently awaiting negotiations with Mainpower for collaboration on the final section. The anticipated completion date for the entire Vicarage Views Enabling works project is August 2024.

The Cycleway to Ocean Ridge has finished its design and procurement stages. The design and procurement phases for the Rail Crossing and Green Lane intersection treatment are in progress, with construction award pending outcomes from the Ocean Ridge Private Plan Change.

The widening of Mt Fyffe, fully funded by developers, is approximately 60% completed, with road treatment and sealing pending, to be done following the conclusion of Vicarage Views subdivision earthworks completion.



Speed Management Plan

The plan will be submitted and given effect by the end of financial year.

5. 3 WATERS

Compliance and Reporting

There were questions at the February meeting about independent testing to confirm potable water quality, and about chlorine concentrations at Ocean Ridge. Responses to these questions are provided below, within an outline of the overall framework of responsibility, risk management, operational management, independent testing, data collection and analysis and reporting.

Significant changes have occurred in recent times in regard to the monitoring and reporting of compliance.

At a technical level reliance on a relatively small numbers of discrete water samples taken for assessment of bacteria and disinfectant (chlorine) levels has been augmented (and to some degree superseded) by continuous monitoring of chlorine levels and ultraviolet light treatment.

At a regulatory level the Water Services Act 2021 made KDC solely responsible for active risk management of KDC public water supplies and wastewater systems, and for reporting to the 3 waters technical regulator Taumata Arowai on compliance and incidents. Prior to the Water Services Act responsibilities were shared between KDC and the District Health Board. KDC's environmental health officer (contracted from Food and Health Services (2006) Ltd) also had a more active role.

Taumata Arowai has drinking water standards and quality assurance rules that contain technical and monitoring requirements for water supplies. The standards include minimum and maximum allowable values, e.g. chlorine concentrations in distribution networks should not be less than 0.3 milligrams/litre or more than 5 mg/l. Taumata Arowai also has a set of environmental performance measures. They have retained direct control of drinking water compliance and have delegated wastewater and stormwater compliance to Environment Canterbury.

KDC's Works and Services team carries out active risk management, operational overview and reporting on behalf of Council with the assistance of three contractors (see below). Risk assessment and interventions are based on information and alarms from KDC's SCADA (system control and data acquisition) systems, operations contractor site checks and independent sampling and laboratory testing.

Water supply risk management is based on having barriers to contamination in place. Those barriers include disinfection by ultraviolet light (UV) treatment and then maintaining adequate chlorine concentrations in distribution networks to deal with possible recontamination of the treated water. UV is the most important, as it acts against protozoa and bacteria, while chlorine does not act against protozoa. One aim is to have chlorine concentrations at the ends of networks close to the lower limit, to minimise taste and odour concerns and to minimise treatment costs. This means chlorine concentrations further back in the networks have to be slightly higher, as concentrations can reduce e.g. with time or summer heating of reservoirs.

KDC's treatment plants have sensors for parameters including UV performance and chlorine concentrations. The SCADA systems are used to report data from the sensors at 3 minute intervals. Alarms are sent to IWK, and, for the more remote East Coast plant, to KDC staff.

KDC has engaged three support contractors:

- IWK for operations, maintenance, 24/7 responses to alarms, e.g. for chlorine concentrations, and site checks. The checks include gathering data on parameters including chlorine that are electronically entered direct to WaterOutlook via tablet
- WaterOutlook for data management and reporting. This company is used by many NZ local authorities.
- Food and Health Services (2006) for independent sampling on site and laboratory testing. Their site data including chlorine concentrations are entered direct to WaterOutlook via tablet, with paper copies held as backups. The WaterOutlook analysis routines immediately detect any onsite anomalies and notify the Works and Services team, who in turn then check back with IWK. Anomalies found with lab testing are also notified to the Works and Services team and, in the case of bacterial contamination in treated water, to Taumata Arowai also. KDC then acts as required, e.g. issuing a boil water notice, and advises Taumata Arowai of the actions taken.

Ocean Ridge distribution network chlorine concentrations over the last 12 months have been checked. The combined SCADA, IWK checking and independent testing record shows chlorine concentrations generally above the lower limit and not exceeding 1 mg/l, compared to the maximum allowable value of 5.

The extensive use of continuous monitoring as part of water quality assurance systems has greatly increased the volume of compliance data gathered, which in turn makes it more difficult to provide regular fully comprehensive report summaries.

Whilst regular random sampling continues to be undertaken for bacteria and chlorine levels by Food and Health and IWK, the relatively small amount of data that this provides is in effect just a secondary validation measure, with continuous monitoring of chlorine levels and ultraviolet light treatment performance being the primary tool for ensuring compliance.

As such presenting information from random sampling has little value unless there is a positive indication of e-coli, in which case all relevant parties, including Councillors, would be informed.

Because of the very large volumes of data that is now gathered (estimated to be in excess of 2 million data points per year for all the KDC water supplies) assessing the overall achievement of compliance indicated by that data has become a significant exercise, that is being undertaken by specialist water database providers.

Taumata Arowai had sought annual compliance data summaries for all water schemes by the end of February 2024, but the two major database providers, one of which is WaterOutlook, told Taumata Arowai that this was not achievable. Taumata Arowai has subsequently indicated that further time will be allowed and Water Outlook is now generating reports for KDC.

These compliance data summaries will be provided to Councillors when they become available.

It should also be noted that issues related to the quality of water from KDC administered supplies are managed entirely by the council works and services team.

Whilst water sampling duties undertaken by Food and Health had been referenced in the Regulatory Services reports provided to Councillors, the regulatory team has had no direct involvement with that work or the associated compliance.

Environment Canterbury Abatement Notices

ECan lodged four abatement notices with KDC in June 2023 with deadlines of 30 November. Three of the notices were related to the wastewater treatment plant (WWTP) and one to KDC's stormwater consent for the Kaikoura township.

A \$120,000 wastewater consenting work package comprising independent reviews and reporting by suitably qualified and experienced experts has been awarded to Stantec Ltd as lead consultant. KDC, IWK and Food and Health Services are continuing to gather data to support this work package. The target is for KDC to make applications for new site-wide consents by end November 2024. The overall cost estimate has been revised from \$400,000 to \$430,000. The total includes a number of contingency items that are unlikely to be required.

IWK has continued to periodically transfer liquid from the anaerobic lagoon to the main oxidation pond. This has maintained freeboard in the lagoon. Odour from the liquid was the main concern related to the air discharge consent. This has significantly reduced.

Water Supplies

water supply schemes have continued to provide water quality in compliance with quality assurance rules, as confirmed by treatment plant data, site checks and independent sampling and monitoring.

A contract for replacement of a 230m length of water main between 10 and 32 Beach Road has been awarded to Total Water Ltd. This company has a successful track record for similar work in the Marlborough and

Hurunui districts. The agreed start date is 13 May. Archaeological and cultural monitoring resources are available.

A March meeting is being scheduled with the Kincaid scheme committee to seek capital works approvals.

A major leak in the Oaro network was detected from the treatment plant SCADA record and the community was asked to minimise water use. IWK tracked the leak down the network and located it on a private property. The owners were then contacted for repairs to be made.

Wastewater Operations

Two odour complaints remain under investigation with the property owners concerned. A further complaint related to the Mill Road pump station is also under investigation. Because the concerns are intermittent rather than continuous, they are not simple to resolve. Property owners have been asked to keep odour diaries to help with diagnosis.

Stormwater

No significant rainfall events occurred since the last report. Works were completed at Ocean Ridge.

Development Planning

Advice has continued to be provided on 3 waters aspects of resource consent and building consent applications.

Focus areas for next three months

- Continuing the wastewater and stormwater action plans with ECan
- Ongoing support for development planning

6. PARKS, RESERVES AND PROPERTIES

KDC staff removed the old timber flagpole for the RSA from the Memorial Gardens and concreted in the new base. The replacement has a powder coated steel base with an aluminium pole. The pole can be lowered on to the ground for easier maintenance etc.

The grounds maintenance staff have unfortunately spent many hours over the last month removing graffiti from around the district which seems to have become a regular problem after each weekend.

Maintenance continues around the towns public toilets with staff having to deal with minor blockages, broken door locks and systems.



Final design options for the West End toilet replacement are close to completion. At the Cemetery, work is underway for the placing of a new concrete plinth and construction of another Rose Garden ashes plot.

Pensioner housing

The new Heat pumps have been installed in the 8 oldest units with a contractor engaged to do the annual service of the remaining units.

The spouting and a wash down of the units will be completed over the next two months.

South Bay Harbour

The slipway pay terminal for fees has been replaced and payment is currently being monitored by our regulatory staff.

The current toilet systems at the marina are to be replaced over the coming months as well as some of the lighting.

Link Pathway Construction

The Limestone edging along the Pathway is being completed with the new mix of Limestone and white cement working well.

We are continuing with the decking sections along the Esplanade and hope for these to be completed by next week.

Once the decking is completed, we will start tidying up along the Esplanade with topsoil and spreading grass seed etc.

Boulders and timber wheel stops will be used in some areas to stop vehicles parking on the grass and pathway.

The design for the Skate Park to the Gardens path section is completed, with a plan to tidy and rebuild the old concrete wall and add a macrocarpa top board for seating. The path will be completed with composite decking.



7. SOLID WASTE

Services continue to operate well, though the contractor is facing some challenges in respect of service cost and resourcing.

Work continues on construction of the new re-use shop building and is nearing completion.

8. COMMUNITY OUTCOMES SUPPORTED

The outcomes below are being 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