



Street Address
15 La Digue Place
St Francis Bay
6312

Registration number
2006/017967/08

Postal Address
Private Bag X3
Suite 133
St Francis Bay
6312

Minutes of the Directors meeting held on the 8th September 2020 at 13:00 at 5 Moby Dick Wharf, St Francis Bay

In Attendance

Board of Directors

P Butland (PB)
L Fouche (LF)
R Foulds (RF)
N Hulett (NH)
G Miller (GM)
S Picton-Turbervill (SPT)

Other Committee Members

D Jackson (DJ)

Apologies

B Morsink (BM)
C Northwood (CN)

1. Welcome, Apologies and Confirmation of Previous Minutes

S Picton-Turbervill welcomed everyone to the meeting.

Confirmation of Previous Minutes

Minutes of the 11th August 2020 were corrected to show N Hulett as in attendance.

The minutes of the meeting held on the 11th August 2020 were confirmed by PB and seconded by RF.

2. Spit revetments

A breach of the spit occurred in July and August. The Kouga Municipality contractor installing emergency the rock revetments along the spit were able to repair the breaches. The Municipality confirmed that funds are available to complete the rock revetments to the remaining spit. The revetment design is in line with the emergency requirements for the Spit & Beach regeneration project being handled by the SFPO NPC.

3. Finance and Accounting

RF

- DJ** The 2019-2020 annual financial statements have been submitted for audit. It is expected the audit will be complete by the end of September 2020.
- DJ** Presented the income statement vs budget for July 2020.
- DJ** The calculation for office expenses to be charged out to the KJRC is complete (see attached). It was agreed that DJ will arrange a meeting with the KJRC to agree on the charge out fees.
- DJ** The quarterly statement for the Municipality will be prepared by DJ and circulated to board members for comment before submission in October 2020.
- DJ** Draft Overtime, Annual leave and Sick leave policies were circulated to the board for review. Comments should be submitted by the 18th September 2020.
Draft policies are being prepared for Payroll (expected 25th Sep), Licencing and Moorings (expected 11th Sep), Purchasing (expected 18th Sep), Temporary employment (expected 25th Sep)
Comments made at the meeting:
Overtime policy must include approval levels for staff and management.
Leave policy must include a statement on the maximum leave that can be accrued from one year to the next.
- DJ** Provided the staff leave status. SPT expressed concern over the accrued leave that was not taken according to the leave schedule issued in January 2020 (attached). DJ to investigate and report back to the board.
- DJ** There is no liability for the gate tags as these are sold to the customers.

4. Legal and Insurance

PB

- PB** Presented a summary of the insurances. The following was agreed:
Not to insure the booster pump due to the low risk.
The spare dredger motor in the store will be insured for fire & flood only.
The value of the store contents should be increased by an amount to cover the sandbags which are owned by the SFPO GM to estimate the value of these bags. The additional premium for the bags will be charged to the SFPO.
Public liability as per the summary.
Insured values will be based on agreed values.
The agreed values for the dredgers and boats must be updated to reflect true replacement cost and recovery cost if required. DJ will arrange the valuations and an alternative marine insurance quotation.



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The 4.6m Deganeo inflatable boat must be deleted from the policy.
Warning signs have been ordered for the dredger work areas.
Insurance discussions with T Smith must be directed through PB to avoid confusion.

PB reiterated that WL must ensure that

- a: Safety equipment in accordance with the COF is installed on the boats and dredgers and
- b: All association boat operators are in possession of a valid skippers licence and
- c: All association boats and dredgers are in possession of a valid COF
- d: Any potential insurance claim is reported to PB and the insurance brokers as soon as possible after an incident.

5. Dredging, Boats, Spit and Beach

GM

Dredging

Dredger 1 continues operating in ski canal building the dune at the northern end of the spit using the dredging spoils. The dune will help prevent high tides from washing sand into the channel between the end of ski canal and the river. Access from ski canal to the river remains closed at low tide and open at high tide. The completion date for opening access to the river is the end of November 2020.

Dredger 3 is operating in the channel from the cove to the river and pumping spoils to the beach via the booster pump.

WL must order and install adequate meters for the dredgers to allow correct setup.

WL Planning must start on replacing the ski canal jetties and the walkways over the rock revetments to the beach. If this work is not able to be handled in house then quotations must requested for the manufacture and installation by outside contractors.

The design and installation of the walkways from the ski canal jetties to the beach must meet all health and safety requirements.

Boats

WL To submit an insurance claim for the boat with the cracked hull.

GM Will monitor the condition of the boats and recommend replacements when necessary.

6. Planning Permissions & Water Quality

CN

CN With the introduction of the new municipal planning approval system CN is reviewing what the association requires to align itself with this system.

CN is in discussion with ERF652 regarding positioning of the jetty

7. Law Enforcement & General Canal Maintenance

BM

YB The report from Stanley must be structured so that it can be sorted by name, SF number, K number and date etc. This report must be distributed to the board monthly and LF weekly.

8. Events

NH

It was agreed to support the 2020 SA Canoe Marathon application which is planned for the canals on the 11th & 12th October 2020. It was also agreed to allow the organizers to add a permanent extension to the jetty at the pump house providing it matched the original and is professionally installed.

There maybe a requirement to move dredge pipes but this must not lead to a dredging delay.

9. Representation on Public Bodies (KJRC, Ward 12, SFPO)

LF

LF The KJRC issue with registration of new boats over 6.6m remains under discussion with the KJRC
KJRC

The KJRC have employed a survey on the river to cover water quality and other variables. More information will be available in the near future.

Ward 12

No Municipal budget is available this financial year for the canal bridge repairs.



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LF will raise the issue of unsafe handrails on the bridges with the ward committee and GM will raise the same issue with the SFPO.

Municipal feedback on the new draft aesthetics policy is likely to be announced at the Ward meeting on the 10th September.

10. Harbour Office, Human Resources & Health & Safety, Web site

SPT

It was agreed to extend DJ's hours to half day and reduce YB's hours to half day. The new hours for both will be from 7:30am to 1:00pm Monday to Friday.

Office hours at this time of year are:

Monday	7:30am to 1:00pm
Tuesday to Friday	7:30am to 4:00pm
Saturday	8:00am to 12:00pm

11. Special Projects

Sea Glades Bridge wall repairs are in progress. NH requested that the contractor is not paid until all work is complete and satisfactory.

12. Next Meeting date

6th October 2020 at 13:00