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**MINUTES**  
of the  
**NELSON REGIONAL SEWERAGE BUSINESS UNIT MEETING**  
held  
**1.30 pm, Friday, 13 September 2019**  
at  
**Ruma Marama, Nelson City Council,**  
**110 Trafalgar Street, Nelson**

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- Present:** Councillors C M Maling (Chair) and D E McNamara, Tasman District Council  
Councillors S Walker and T Skinner, Nelson City Council  
Independent Member – Mr Brendon Silcock  
Iwi Representative – Mr Frank Hippolite
- In Attendance:** Engineering Services Manager (R J Kirby), Activity Planning Adviser (H Lane) and Senior Executive Assistant (R L Scherer), Tasman District Council  
General Manager – Infrastructure (A Louverdis) and Management Accountant (A Bishop), Nelson City Council  
Acting Operations Manager (N Clarke), Beca  
Industry representative (B Mills), Alliance Group

**1 OPENING, WELCOME**

The Chairman welcomed everyone to the meeting and acknowledged Brian Mills who was in attendance as the industry representative.

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Moved Walker/Cr McNamara**  
**NRSBU19-09-1**

**That apologies for lateness from Mr Brendon Silcock be received.**

**CARRIED**

The Chairman noted that the Acting General Manager, Don Clifford was on leave and the Acting Operations Manager, Nathan Clarke would present the Acting General Manager's update report.

**3 PUBLIC FORUM**

Nil

**4 DECLARATIONS OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES**

**Moved Cr Walker/Mr Hippolite**

**NRSBU19-09-2**

**That the minutes of the Nelson Regional Sewerage Business Unit meeting held on Tuesday, 16 July 2019, be confirmed as a true and correct record of the meeting.**

**CARRIED**

**6 PRESENTATIONS**

Nil

**7 REPORTS**

**7.1 Acting General Manager's Update**

Acting Operations Manager, Nathan Clarke presented the update report which was taken as read.

He noted that the review of health and safety practices was ongoing. An external auditor will be visiting the Bell Island site on 16 September 2019 to look at the current workflow processes and hygiene facilities to ensure health and safety regulations are met.

*Mr Brendon Silcock joined the meeting at 1.36 pm.*

Mr Clarke advised the members that the income to year end was higher than budgeted. Nelson City Council Management Accountant, Andrew Bishop noted that staff will highlight any surplus funding and show how it is tracking throughout the financial year. It was agreed that staff should ensure that any budget surplus or deficit is communicated to customers as early as possible.

Alliance Group Manager, Brian Mills noted that his company was required to shut down for two days a week during the February-March drought. However, Alliance was still required to pay wastewater fees. Mr Mills suggested that the unit should consider this anomaly during any future drought situation.

Mr Bishop said that he would attend the next customer meeting to explain how the financial results are calculated and the charges passed on to the customer.

Mr Clarke noted that there had been several issues with flow meters. Staff are currently planning to change all the poor performing flow meters and will also have a spare meter available for any breakdowns. Timing of the work will be arranged to ensure there is minimum disruption to service.

In response to a question, Mr Clarke advised that there had been some issues with poor service from the pump suppliers. Staff are now working with a local contractor and critical spares are held in stock to ensure any repairs can be completed in a timely manner.

Mr Clarke noted that the grazing lease for Bell Island is due to expire. He suggested that the committee should explore other options to utilise this land more effectively. It was agreed that the General Manager should provide a report to the next committee meeting on 13 December 2019 outlining other options for the use of this land.

Mr Clarke confirmed that staff will be consulting with iwi regarding the conditions of the aberrational discharge consent. He noted that the resource consent hearing has been confirmed for 13 November 2019. In response to a request, Mr Clarke agreed to provide a summary of iwi consultation to date to Mr Hippolite.

Nelson City Council Group Manager – Infrastructure, Alec Louverdis advised the meeting that staff are working on identifying businesses that are not complying with trade waste requirements. He noted that some industries that are contributing to trade waste are being subsidised by the general ratepayer. Mr Bishop said that this had been an issue for many years and both councils are now addressing it.

Mr Clarke confirmed that there had been no odour complaints from Best Island residents which is very pleasing.

Mr Clarke said that after the number of after-hours call outs had increased in the last three month period. Staff are working to understand the reasons for this increase.

*Mr Hippolite left the meeting at 2.19 pm*

#### **Financial Report**

Mr Bishop presented the financial report. Tasman District Council Engineering Services Manager, Richard Kirby noted that the overhead and management costs would be reviewed by Tasman District Council and Nelson City Council staff and the new General Manager.

*Mr Hippolite returned to the meeting at 2.26 pm*

#### **Moved Cr Walker/Cr McNamara**

#### **NRSBU19-09-3**

**That the Nelson Regional Sewerage Business Unit receives the Acting General Manager's Update Report, NRSBU19-09-01.**

**CARRIED**

#### **Draft Business Plan 2020-2021**

Mr Clarke noted that the draft business plan had been changed to include feedback from the workshop held on 6 September 2019. Changes include the addition of a statement on carbon emissions and a comment on the Government's current three-waters review. The renewal programme has also been updated.

In response to a question, Mr Clarke confirmed that funding has been allowed in the budget for renewal of the resource consent for biosolids application. Staff will soon be working on this application to ensure the renewal can be submitted on time.

**Moved Walker/Cr Maling**

**NRSBU19-09-4**

**That the Nelson Regional Sewerage Business Unit:**

- 1. receives and approves the draft NRSBU Business Plan 2020/2021 subject to minor changes approved by the Chairman; and**
- 2. recommends the draft NRSBU Business Plan 2020/2021 be presented to the Tasman District Council and Nelson City Council for their feedback.**

**CARRIED**

**NRSBU Annual Report 2018-2019**

Mr Clarke presented the NRSBU annual report for 2018-2019 which was taken as read. The budget surplus was noted.

**Moved Cr McNamara/Cr Skinner**

**NRSBU19-09-5**

**That the Nelson Regional Sewerage Business Unit:**

- 1. approves the NRSBU Annual Report 2018/2019; and**
- 2. recommends that the NRSBU Annual Report 2018/2019 be presented to the Tasman District Council and Nelson City Council for their information.**

**CARRIED**

**8 CONFIDENTIAL SESSION**

**Moved Cr Walker/Cr Skinner**

**NRSBU19-09-6**

**That the public be excluded from the following part(s) of the proceedings of this meeting.**

**The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.**

**This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:**

**Confidential minutes of the Nelson-Tasman Regional Sewerage Business Unit – 16 July 2019.**

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

**CARRIED**

The Chairman thanked Deputy Chairman, Cr Stuart Walker who is retiring at the end of the current triennium. He noted that Cr Walker had been an able lieutenant and great to work with. He acknowledged Cr Walker's outstanding contribution to the governance of the Nelson Regional Sewerage Business Unit.

The meeting concluded at 2.59 pm.

Date Confirmed:

Chair: