

MINUTES for a meeting of the Waters Governance Board Meeting of the Waikato District Council held via audio-visual conference on **TUESDAY, 2 NOVEMBER 2021** commencing at **10.05am**.

Present:

Ms R Schaafhausen (Chair)
Mr D Wright
Mr G Dibley
Mr GJ Ion (Chief Executive, Waikato District Council)
Ms J Colliar (Intern)

Attending:

Cr Patterson

Mr R MacCulloch (General Manager Service Delivery)
Ms C Nutt (Waters Contract Relationship Manager)
Mr K Martin (Waters Manager)
Mr S Toka (Iwi and Community Partnership Manager)
Ms Z Al-Khaleefa (Three Waters Contract Engineer)
Ms L Cillars (Management Accountant)
Mr M Horsfield (Democracy Advisor)

Mr M Telfer (Watercare)
Ms S Danks (Watercare)
Mr R Pullar (Watercare)
Ms P Luijken (Watercare)
Mr P Crabb (Watercare)
Mr S Howard (Watercare)
Mr D Hurdle (Watercare)
Ms B Strothers (Watercare)

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Wright/Mr Dibley)

THAT the agenda for a meeting of the **Waters Governance Board Meeting** held on Tuesday, 2 November 2021 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6.7.

CARRIED

WGB2111/01

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Mr Wright/Mr Dibley)

THAT the minutes for the meeting of the **Waters Governance Board** held on Tuesday 21 September 2021 be confirmed as a true and correct record.

CARRIED

WGB2111/02

REPORTS

Actions Report
Agenda Item 5

The Water Contract Relationship Manager and General Manager Service Delivery noted the following matters:

- Te Kauwhata Water Take Consent – Staff to return to the board in the early 2022 regarding the full application for water take consent.
- Metro Waste Project – A report had yet to come, with the information still being collated for the project. Council was looking at alignment with Watercare projects. Important to ensure alignment with sub-regional projects. Ms Colliar noted that this was in relation to mana whenua engagement, specifically to Te Kauwhata Wastewater Treatment plan and the obligations to Nga Muka.

ACTION: That staff review how Council can align engagement with mana whenua with the Metro Waste Project as well as the Council's other wastewater programmes.

Resolved: (Mr Ion/Mr Wright)

THAT the Actions report be received.

CARRIED

WGB2111/03

Health & Safety Report

Agenda Item 6.1

Ms Strothers provided a presentation and noted the following:

- Provided an overview of Watercare's commitment to health and safety. Three areas of focus were leadership, systems and people.
- Safety needs also covers bullying and harassment.
- Health, Safety and Wellbeing – Plan for 2021 on focuses leadership & governance, People Capability and Engagement, System Improvement, Critical Risk Management and Contractor Engagement, with deliverable outcomes.
- COVID – Consuming a lot of time from a health and safety perspective, as staff wellbeing was critical provide safe water for the community.
- There had been opportunities for staff to engage with their colleagues throughout isolation and working from home. There was also additional pressure that staff who were working in the community were at risk of contracting COVID.
- Consultation process was underway regarding mandatory COVID vaccinations. Feedback from staff had been supportive, with over 90% in favour.
- There were safety committees for each operational site. Feedback was collated on a shared site to review consistency and whether items should be escalated.
- There was a independent whistleblower service.
- There was random drug and alcohol testing for roles that may create a safety risk and post-incident testing. This was not extended to contractors. Noted that it can be included in employment contracts.
- Safety culture had become an important KPI. Culture surveys had been circulated and will be measured over time.
- Stand point from Waikato District Council to Watercare – Both organisations to work together on health and safety policy.
- There had been feedback regarding Watercare staff to be say consulted regarding the process for mandatory vaccinations.

- Question raised what Watercare was doing to check in with people under lockdown. Noted that staff energy levels and engagement had been drained under lockdown.
- Teams were engaged as much as possible regarding COVID safety in the field. Important to have different communication options for staff. There were different risks for people working from home, with family interruptions and constant zoom meetings. There had been training and wellbeing opportunities available for staff, and flexibility for staff to take leave.
- The Chair noted that she was happy to meet with Watercare staff virtually to thank them for the hard work under lockdown conditions.

ACTION: Future monthly health and safety report to include much deeper dives regarding lead and wellbeing indicators.

Resolved: (Mr Ion/Mr Dibley)

THAT the Health & Safety presentation be received.

CARRIED

WGB2111/04

Three Waters Governance Report – October 2021

Agenda Item 6.2

Mr Telfer noted the following matters:

- Staff had been unable to find the cause of the Huntly water quality event. Event was managed without any impact to customers.
- Two performance measures were not achieved in October 2021 – these relate to response times for urgent faults. There were a low number of jobs during October 2021, however the jobs were quite complicated.
- Impact of COVID – Meremere Wastewater Treatment Plant Commissioning - The contractor continues to operate the plant, but under level 3 and 4 restrictions the contractor had not been able to access the plant. This has sped up commissioning activities.

ACTION: A report from Watercare to be provided to the Infrastructure committee regarding an update for capital works.

- The board will approve the capital works report from Watercare out of cycle before the next meeting.
- No health and safety issues in October 2021. There had been a focus on driver improvement across the Watercare Team.

- Meremere wetlands flooding – This had been managed. The catchment was small, which was susceptible to storms. The new plant will have a variable level pond, with more retention available. New consent grants 24 hour treated discharges.

ACTION: Watercare to provide information regarding how much storm flow was allowed for the new Meremere Wastewater Treatment plant.

- Cambrae Road Flooding – A letter had been found that the pipe was legal. It was previously believed that the pipe was illegal. Waikato Regional Council will need to confirm their view regarding the letter.
- Compliance – No results had been produced yet regarding compliance with Waicomply. This was expected to take some time.
- KPI's – Response time was sixty-six (66) mins for critical call outs, which was not within the KPI's. The yearly median was 32 mins. Noted that there was an expectation that call outs fall within the 60 min response time.
- Meremere Waste Water Treatment Plant – Explanation provided regarding time bypass discharges, which were specific times that discharges were allowed under the current consent. Watercare works with Waikato Regional Council when this occurs. It was considered a breach by Waikato Regional Council. Watercare was attempting to reduce discharges however there had been significant weather events that had created challenges. Questions raised whether mana whenua partners had been informed regarding discharges.

ACTION: Mr Telfer to check whether local Mana Whenua and other stakeholders were aware of the discharges.

ACTION: A deep dive to be provided at a future meeting regarding stormwater activities and future plans.

- Te Kauwhata Water Treatment Plant – There was a plant shutdown due to workers being unable to operate the plant in manual mode as they were unfamiliar with the process. The problem was due to a failed actuator which was a rare fault. Watercare will provide a more detailed standard operating procedure regarding operating the plant in manual mode.
- SCADA system update – Questions regarding time and costs of the scale of the system upgrade.
- Flushing Networks – High lead notification was received. This was due to the laboratory not following standard operating procedures when testing samples.

Resolved: (Mr Dibley/Mr Wright)

THAT the Three Waters Governance Report – October 2021 be received.

CARRIED

WGB2111/05

Te Kauwhata Wastewater Treatment Plant Update – October 2021

Agenda Item 6.3

Ms Danks noted the following matters:

- Operation compliance had not improved since July, as new works had not come online.
- Phase 1 – UV disinfection. This was DIA funded work. Contractor on site and equipment had been received. Site supervision had been an issue and a consultant was supervising the installation. On track to finish in February 2022, and the pump station has arrived,
- Phase 2- MABR completion. Stainless steel has arrived in Auckland and screen will arrive in December 2021. Designs were complete and commenced power supply upgrade.
- Phase 3 – Ultimate Upgrade. Pre concepts designs had been developed and costed. Three options were identified, one full MABR plant and two hybrid MABR activated sludging options. All three options are over the allocated budget. The growth estimates are higher than the HIF (Housing Infrastructure Fund) estimated. Watercare looking at how to reduce costs.
- MABR Trial – Trial at the Mangere Plant has been working for month. This was vital for when the Te Kauwhata plant would open in April 2022. Ultrafiltration will be needed to remove suspended solids.
- Consenting programme – This will be driven by growth. The objective had been set to drive options assessment and analysis. There were four discharge options. These include continued discharge of reclaimed water to Lake Waikare, discharge to the Waikato River, discharge to land, and reuse of treated wastewater. Looking at a three pronged approach to reduce the need of discharge to the lake or the river.
- Reclamation of the wetland area around the plant – Questions raised whether this had been discussed with Waikato Regional Council. The wetland was engineered during the original construction of the plant. The wetland was in a poor state.
- The Futureproof sub-regional three waters work, the Te Kauwhata Wastewater Treatment Plant upgrade will be used as a case study for different way to manage water service.
- Changes in density projections had been reflected within the current concepts and plans for future works.
- Watercare was confident that the deadlines set with the Waikato Regional Council will be met. The order for the filtration units for the suspended solids will need to be placed in early 2022.

- Watercare was confident that funding from the DIA for the UV disinfection will be finished by February 2022 and all equipment has been delivered. Not expecting another delay unless there was another level 4 lockdown.
- Watercare was confident that the performance for the Te Kauwhata MABR plant will be strong.
- Questions raised regarding mana whenua consultation – Watercare were working with mana whenua for strategies for the three plant options, and cultural expectations for the options. Watercare will work with mana whenua as they begin to scope the three options.

Resolved: (Mr Ion/Mr Wright)

THAT the Te Kauwhata Wastewater Treatment Plant Update – October 2021 be received.

CARRIED

WGB2111/06

Mana Whenua Forums

Agenda Item 6.4

The Iwi and Community Partnerships Manager noted the following matters:

- Waikato District Council had approved mana whenua forums, for the north, south, east and west areas of the district. The northern forum will include the areas of Port Waikato, Meremere, Mercer, Pokeno, Rangiriri, Te Kauwhata and surrounding areas. The southern forum will include Ohinewai, Huntly, Taupiri and Ngaruawahia. The eastern forum will include Tamahere, Eureka, Tauwhare and Gordonton. The western forum will include Te Kowhai, Whatawhata, Waingaro, Raglan and Te Akau.
- The mana whenua forums will allow Watercare and Council to talk to the same people regarding engagement.
- The report went to Council for mana whenua remunerations and was approved for \$50,000. Terms of Reference for the forums were currently under development. The Council looked at Hamilton City Council and Tauranga City Council regarding their remuneration settings.
- Forums were important to develop strong relationships and foundations with hapu.
- The list of marae chairs and stakeholders was updated every three months for possible changes.
- The Council was leading the forums, with Waikato-Tainui.
- Important that a list of key projects be produced to ensure that the correct mana whenua groups can engage with council and their own people.

- Important that information be sent to all marae groups, so marae can start thinking of who to nominate.
- Forums were designed for regular contact and engagement, rather than a substitute for specific engagement regarding particular projects. For example, the Te Kauwhata Wastewater Treatment Plant, consultation will continue with established stakeholders including local hapu.
- Mana Whenua forums need to be structured and meaningful for all involved.
- Questions raised regarding the layers of communication and how the mana whenua fit within this as well as the scope of mana whenua groups. Noted it was important that the design of the forums can cover all aspect of important legislative change including three waters and RMA reform.

Resolved: (Mr Dibley/Mr Ion)

THAT the Mana Whenua Forums report be received.

CARRIED

WGB2111/07

Resource Consent Status Overview

Agenda Item 6.5

The Water Contract Relationship Manager noted the following matters:

- All the water take consents were compliant or close to compliant.
- There were issues relating to the wastewater discharge consents with Te Kauwhata and Meremere with abatement notices and Huntly, Raglan and Ngaruawahia with formal warnings in place. All three treatments plants will need upgrading to meet compliances. Desludging will help increase performance, and was completed in Huntly and underway in Ngaruawahia.
- Ngaruawahia Plant upgrade – Not budgeted till 2029 in the current LTP period. Council looking at options to pump wastewater to the Pukete plant.
- Huntly Plant – More pressure will be placed on Huntly if the Ohinewai development moves forward. Looking at the option for bringing funding forward for the upgrade.
- Ohinewai Sleepyhead development - Appeals were currently underway and progress was being made. Council applied for the Infrastructure Acceleration Fund to update the treatment plant. The application was now on the reserve list. This will help accelerate the Ohinewai project and Kainga ora developments in Huntly.
- Desludging in Huntly – Only a quarter of the sludge was removed at the Huntly treatment plant. This was due to budgeting costs. This may be looked at depending on

future plant upgrades. There should be plans to look at improvements before any upgrades go forth, especially as there was a formal notice. There were interim solutions, such as MBBR systems which would require a \$3-4 million investment.

ACTION: Report to be delivered to the board regarding options to bring Huntly Wastewater Treatment into compliance.

- Ohinewai development – First stage will be the foam factory, which will have onsite wastewater treatment. However the future stages of the development will require an upgrade for the Huntly treatment plant. Council had indicated the costs to Sleepyhead for the upgrade but no detailed discussions have taken place.
- Council does not have a discharge consent for wastewater network overflows. Watercare aims was to always limit overflows occurring, and from reaching the environment. There had been significant investment in the network to reduce overflows happening.

Resolved: (Mr Wright/Mr Ion)

THAT the Resource Consent Status overview report be received.

AND THAT the board supports in principle bringing forward the upgrade of the Huntly Wastewater Treatment Plant.

CARRIED

WGB2111/08

2022 Schedule of Meetings

Agenda Item 6.6

The report was received and no discussion was held.

Resolved: (Mr Ion/Ms Schaafhausen)

THAT the Waters Governance Board approves the schedule of Board meetings for 2022 as follows:

- **Tuesday, 1 February,**
- **Tuesday, 15 March,**
- **Tuesday, 26 April,**
- **Tuesday, 7 June,**
- **Tuesday, 19 July,**
- **Tuesday, 30 August,**
- **Tuesday, 11 October, and**
- **Tuesday, 22 November,**

noting that each meeting will be scheduled to commence at 10.00am.

CARRIED

WGB2111/09

EXCLUSION OF THE PUBLIC

Agenda Item 7

Resolved: (Mr Ion/Mr Wright)

THAT the public be excluded from the following parts 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 are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
PEX Item 1 Confirmation of Minutes	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
PEX Item 2 Action Register		
PEX Item 3.1 Raglan Wastewater Treatment Plant Consenting Update – Land Irrigation		
PEX Item 3.2 Water Financial Results to 30 September 2021		
PEX Item 3.3 Business Case – Te Kauwhata Treatment Plant Upgrade Phase 2.2 Ultrafiltration		
PEX Item 3.4 Network Renewals and the Ngaruawahia Pipeline to the Wastewater Treatment Plant Discussion Paper		
PEX Item 3.5 Volumetric Water Billing Frequency		

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:

Item No.	Section	Interest
PEX Item 1 Confirmation of Minutes		Refer to the previous Public Excluded reason in the agenda for this meeting.
PEX Item 2 Action Register		Refer to the previous Public Excluded reason in the agenda for this meeting.
PEX Item 3.1 Raglan Wastewater Treatment Plant Consenting Update – Land Irrigation	7 (2) (c)	Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information-
	7 (2) (c) (i)	Would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
	7 (2) (a)	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
PEX Item 3.2 Water Financial Results to 30 September 2021	7 (2) (b)	Protect Information where the making available of the information:
	7 (2) (b) (ii)	Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
	7 (2) (j)	Prevent the disclosure or use of official information for improper gain or improper advantage.
PEX Item 3.3 Business Case – Te Kauwhata Wastewater	7 (2) (b)	Protect Information where the making available of the information:
	7 (2) (b) (ii)	Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or

Treatment Plant Upgrade Phase 2.2 Ultrafiltration	7 (2) (i)	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
	7 (2) (j)	Prevent the discourse or use of official information for improper gain or improper advantage.
	7 (2) (b)	Protect Information where the making available of the information:
PEX Item 3.4 Networks Renewals and the Ngaruawahia Pipeline to the Wastewater Treatment Plant Discussion Paper	7 (2) (b) (ii)	Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
	7 (2) (i)	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
	7 (2) (j)	Prevent the discourse or use of official information for improper gain or improper advantage.
PEX Item 3.5 Volumetric Water Billing Frequency	7 (2) (h)	Enable any local authority holding the information to carry out, without prejudice or disadvantage commercial activities.

AND THAT representatives from Watercare be permitted to remain at this meeting, after the public has been excluded. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because of Watercare's role and responsibility for those matters.

CARRIED

WGB2111/10

Having resumed open meeting and there being no further business the meeting was declared closed at 2:05PM

Minutes approved and confirmed this day of 2021.

Rukumoana Schaafhausen
CHAIRPERSON

Unconfirmed