

MINUTES for a meeting of the Waters Governance Board Meeting of the Waikato District Council held in Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY, 22 NOVEMBER 2022** commencing at **10.08AM**.

Present:

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

Attending:

Mr M Telfer (Watercare)
Mr R Pullar (Watercare – from 11.17am)
Mr S Howard (Watercare – from 11.17am)
Mr P Crabb (Watercare – from 11.17am)
Mr J Turner (Watercare – from 11.17am)

Ms C Nutt (Waters Contract Relationship Manager)
Mr K Martin (Waters Manager)
Ms E Saunders (Democracy Advisor)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr Wright/Ms Schaafhausen)

THAT an apology be received from Mr G Dibley for non-attendance.

CARRIED

WGB2211/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Wright/Mr Ion)

THAT the agenda for a meeting of the Waters Governance Board Meeting held on Tuesday, 22 November 2022 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 7 which shall be discussed with the public excluded;

CARRIED

WGB2211/02

DISCLOSURES OF INTEREST

It is noted that Ms Schaafhausen was no longer in her role on the National Transition Unit.

ACTION: Democracy Team to update the Disclosure of Interest Registrar before the next meeting.

CONFIRMATION OF MINUTES

Resolved: (Mr Ion/Mr Wright)

THAT the minutes for a meeting of the Waters Governance Board Meeting held on Tuesday, 11 October 2022 be confirmed as a true and correct record of that meeting.

CARRIED

WGB2211/03

REPORTS

Actions Register
Agenda Item 5

The Waters Contract Relationship Manager spoke to the report and further discussion was held.

Te Kauwhata Wastewater Discharge:

- Staff will provide a progress update to Nga Muka in February 2023 with the Waters Manager confirming he has started those conversations now to confirm the date and time of that update. The basis of the meeting will be to present a short-list of the preferred options moving forward and it was confirmed that the options that had not been short-listed will still be mentioned along with the reasons why they were no longer an option.
- A question was asked about whether the whaanau at Nga Mukua had any input into the short-list of options moving forward and also if staff were aware of a Lake Waikare

Commented [MH1]: Need to remember to use titles, not names

Commented [MH2]: And past tense

hui that is being scheduled for Friday 25 November? Staff were not aware of this hui and advised they would investigate possible attendance if required.

- A question was asked about who was representing Matahuru Marae/Nga Muka? Was the marae aware who had put their name forward to be the representative and who was providing their views to staff? It was advised that it would be good to start those conversations now so there were no surprises or missed views when they are met with in February 2023.
- A further question was asked around whether a facilitator for these conversations was required? It was advised that staff should have a conversation with the Marae to see if they would like a Facilitator and who would they recommend to be one. It was noted that these conversations with the Marae/Nga Muka should capture all these questions so all views are being represented.

WEL Safety Incident:

- Debrief circulated to the board prior to the meeting which was accepted and received without further discussion.

Resolved: (Mr Wright/Mr Ion)

THAT the Waters Governance Board receives the Actions Register to November 2022.

CARRIED

WGB2211/04

Three Waters Governance Report

Agenda Item 6.1

Mr Telfer spoke to the report which was taken as read and further discussion was held.

- Ms Schaafhausen asked if there was any work being done within Watercare to combat climate change and to ensure there was resilience in the system so we learn from the past? Mr Telfer confirmed that Watercare was working towards this with Ngaruawahia being the focus at this time. It was acknowledged that this is an ongoing issue which they need to ensure they are looking ahead at and staying on top of.
- Activity Management Plan (AMP) had been submitted – from a funding perspective we had made allowances for these things.
- There was significant costs with the Traffic Management Plan Training which had been noted
- Discussion around how often Council was being updated on significant events and how best to manage this going forward. A brief summary of Water Governance Board meetings will be provided to Council and the Mayor going forward.
- KPIs for the year to date was on track – one (1) month was missed for the 60 minute response timeframes but the year overall is on track.

Wastewater Treatment Plant (WWTP) Shutdowns:

- A question was asked regarding lessons learned from the WWTP shutdowns (4 log to 3 log). Mr Telfer confirmed that three (3) log was the minimum level to operate a WWTP however once UV has been connected to the Ngaruawahia WWTP (scheduled for next week) then it will be operating at a 6 Log like Huntly WWTP was.
- Is there confidence that after the UV installation shut downs to three (3) log won't happen again? It was confirmed that there can be confidence that WWTP will be operating at four (4) log on a far more regular basis than three (3) log.

Huntly & Ngaruawahia WWTP Resource Consents:

- Discussion around whether having both Ngaruawahia & Huntly tied together in a resource consent was best practice. It was confirmed that further information will be brought back to the board.

ACTION: An update on the Huntly WWTP strategy and the impact on Ngaruawahia to be brought back to the board for updating.

Resolved: (Mr Wright/Ms Schaafhausen)

THAT the Waters Governance Board receives the report.

CARRIED

WGB2211/05

Three Waters Reform Project Update

Agenda Item 6.2

The Waters Manager spoke to the report which was taken as read. Some key updates were highlighted:

- Te Rapunga – The Staff Room
- Asset Management Plans (AMP)
- Transition Plan
- Better off Funding

Activity Management Plan (AMP) had been submitted with key highlights spoken to by The Waters Contract Relationship Manager. Mr Wright noted the huge effort to produce the AMP and thanked staff for their hard work.

Brief discussion around retention of council staff with key water knowledge and what was being done to keep or attract these staff.

Resolved: (Ms Schaafhausen /Mr Ion)

That the Waters Governance Board:

1) receives the report,

2) notes that the project management for three waters reform is ongoing.

CARRIED

WGB2211/06

Schedule of Meetings 2023

Agenda Item 6.3

The report was received by the board and a brief discussion was held around dates the dates for March, June & October respectively.

ACTION: Democracy Team to put out perspective dates to the board for March, June & October 2023 and confirm prior to February 2023 meeting.

Resolved: (Mr Ion/Mr Wright)

THAT the Waters Governance Board:

- 1) **approves the schedule of Board meetings for 2023 October as follows:**
 - **Tuesday, 7 February,**
 - **Tuesday, 2 May,**
 - **Tuesday, 25 July,**
 - **Tuesday, 5 September, and**
 - **Tuesday, 28 November, and;**
- 2) **noting that each meeting will be scheduled to commence at 10.00am and;**
- 3) **tHAT the dates for the March, June & October meetings will be confirmed prior to the February 2023 meeting.**

CARRIED

WGB2211/07

Small Waters Scheme Proposal

Agenda Item 6.4

Mr Telfer spoke to the report which was taken as read with the following options highlighted:

- Construction of a new Water Treatment Plant at Te Akau, including a new bore and telemetry
- No change required for Port Waikato & Onewhero as they currently meet the new standards as set out by Taumata Arowai

A few key assumptions had been made for the Te Akau Option:

- The new bore will yield enough water and consistently high-quality raw water (including low turbidity and high UVT) can be obtained with the re-establishment of the bore.
- The upgraded WTP can fit within the existing shed and an extension or replacement was not required (even for continuity of supply during construction).
- No generator was required, but a portable generator plug was allowed. Requirement for a permanent generator should be reviewed in the future.
- Some of the existing equipment may be reused where appropriate.

The Waters Manager spoke to an update on the budget for the proposed plant for Te Akau. The Waters Manager held a meeting with Mr Wilson. Mr Wilson discussed the old bores history, his desire to keep costs down by reusing equipment where possible and options for testing raw water when the new replacement bore was drilled.

A question was raised around confidence that the resource we were tapping into was indeed a good resource and were the assumptions being made able to be validated? Mr Telfer confirmed that as much validation that can be done prior to tapping the bore will be done in advance however true validation will be confirmed once the bore was tapped into. It was also confirmed that extensive testing will be undertaken once the bore is tapped to ensure it meets the standards and requirements.

Resolved: (Ms Schaafhausen/Mr Ion)

THAT the Water Governance Board:

- 1) Supports the recommendation for the budget to be made available to construct a new water treatment plant at the Te Akau.**
- 2) Recommends to Council that:**
 - a. A budget of \$706,000 be approved for the new water treatment plant at Te Akau through repurposing the small water schemes decommissioning opex budget within the Long Term Plan.**

CARRIED

WGB2211/08

Service Delivery & Resourcing for the Three Waters Contract
Agenda Item 6.5

Mr M Telfer spoke to the report which was taken as read and a lengthy discussion followed.

Mr Ion acknowledged what had been put forward and also acknowledged the Health & Safety aspect of the report in particular. Mr Ion raised that he would like further detail that will show how these additional roles will indeed make things better. Questions raised by the Board included:

- How were the additional roles going to make it better?
- How much improvement will be had with this investment?
- How much faster will the results be achieved?
- What was the reforecast CAPEX for the year ending June 2023 if this investment was indeed approved?

Mr Ion noted that if this goes to Council further detail may be required including when the reforecast for CAPEX for year ending June 2023 can indeed be provided.

Mr Telfer confirmed that more detail can be given to the board by the next scheduled board meeting in February 2023.

The Waters Contract Relationship Manager confirmed that approval does not need to be sought by Council as per a discussion that was had with the Finance Manager – this is for both the first 6 months of 2023 and the 2023/2024 financial year. It was confirmed that from July 2024 further funding can be considered in the Asset Management Plan.

It was confirmed that even though Council approval was not required; the Board agreed that this report needs to go in front of Council for information purposes so they are aware.

Resolved: (Mr Ion/ Ms Schaafhausen)

THAT the Waters Governance Board:

- 1) Supports the recruitment of the four additional resources.**
 - (i) Recruitment of three full-time water/wastewater treatment plant roles,**
 - 1. Operations Controller,**
 - 2. Plant Operator,**
 - 3. Graduate/cadet.**
 - (ii) Recruitment of a full-time Three waters technician to support the transfer of additional functions from Waikato District Council.**
- 2) Approves funding of additional resources at an estimated cost of \$300k per annum from the following sources:**
 - (i) Utilisation of \$200k (incl. overheads e.g. vehicles) of the operating surplus for the remaining 6 months of FY23**
 - (ii) Repurpose of Council Watercare establishment budget to cover the amount in excess of the available operating surplus**
- 3) notes that the additional contracting services to support the capital delivery**
 - (i) A programme manager (fixed term 3 – 6 months) for the delivery of small/high volume capex projects and project managers as required (Capex funded)**
 - (ii) Complete the strategic Consenting and Development mandates to define service level agreements and accountabilities between WSL and WDC.**
 - (iii) Improved project progress reporting supported by the WSL infrastructure team.**
- 4) That the report be shared and forwarded to Council for their information.**

CARRIED

WGB2211/09

EXCLUSION OF THE PUBLIC

Agenda Item 7

Resolved: (Mr Wright/ Ms Schaafhausen)

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
Item PEX 1 Confirmation of Minutes Item number PEX 2 Action Register	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item PEX 3.1 Waters Financial Results to 31 October 2022		
Item PEX 3.2 Ngaruawahia Wastewater Network Renewal		
Item PEX 3.3 Raglan Wastewater Treatment Plant Upgrade		

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
Item PEX 1 Confirmation of Minutes Item number PEX 2 Action Register	Refer to the previous Public Excluded reason in the agenda for this meeting.	
Item PEX 3.1 Waters Financial Results to 31 October 2022	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position.
	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.

Item PEX 3.2 Ngaruawahia Wastewater Network Renewal	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position
	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	7(2)(j)	To prevent use of the information for improper gain or advantage.
Item PEX 3.3 Raglan Wastewater Treatment Plant Upgrade	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position.
	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	48(1)(d)	To enable deliberations in private on a decision or recommendation in any applicable proceeding

CARRIED

WGB2211/10

The meeting adjourned at 12.22pm for lunch and resumed at 12.50pm.

Resolutions WGB2211/11 - WGB2211/16 are contained in the public excluded section of these minutes.

Having resumed open meeting and there being no further business the meeting was declared closed at 1.52pm.

Minutes approved and confirmed this day of 2022.

Mr David Wright
CHAIRPERSON