

BOARD MEETING MINUTES HELD ON 13TH /09/2019 AT THE GOVERNORS BOARDROOM.

MEMBERS PRESENT

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| 1. Mr Peter Bitu Ondieki, MBS | Chairman |
| 2. Mrs. Cecilia Ondima | Vice Chair |
| 3. Mr Zablon Onchiri | Member/CECM LHUD |
| 5. Mrs Alice Moraa Ombwori | Member |
| 6. Mr. Simeon M.Bogonko | Member |
| 7. Mr Charles O. Nyamboga | Member |
| 8. Mr Evans O Onduko | Member |

ABSENT WITH APOLOGUES

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| 1. Lamech M.Nyariki | Ag. C.O LHUD |
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IN ATTENDANCE

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| 1. Evelyne B Nyambane | Physical planner |
| 2. Mr Peter Muga | CECM Finance |
| 3. Mr Edward Ondigi | C.O Finance |

AGENDA

1. Adoption of the FY 2019/2020 Budget
2. Supplementary Budget
3. Preparation of the Integrated Urban Plan (IDEP)
4. Financial Report for FY 2018/2019
5. Review of the Project plans
6. Adoption of the Citizen Fora Programme
7. Approval of Solid Waste Management Policy
8. A.O.B

The meeting was called to order at 11.30 A.M with a word of prayer from Ms. Cecilia Ondima. The Chairman then requested the members to have a self-introduction since there were new members.

The CECM for Lands Mr Zablun Onchiri who is also a board member as per the Amended Urban Areas and Cities Act 2011 was then given a chance to introduce Mr Mr Jackson Mochumbe Mogusu, the Municipal Manager. The CECM informed the Board that Mr. Mogusu was appointed as per the Urban Areas and Cities Act requirements.

Mr Mogusu in introducing himself said that he was ready and committed to serve Nyamira Municipality and asked for commitment and unity among the Board members as they run the Municipality.

The Chairman thanked the Governor for sorting out the Manager's post issue which has been pending for long. He then asked the CECM and the Manager to take members through the documents to be tabled for discussion since they had not been sent earlier for interrogation and familiarization as required.

Minute 1. ADOPTION OF FY 2019/2020 BUDGET.

1.1 The Financial year 2019/2020 budget was presented to the members by the Municipal manager. The budget captured the funds provided by World Bank as Kshs.114,705,300 for urban development and Kshs.8.8Million for Institutional support. County Government funding to the Municipality was not factored in the current budget.

1.2 The World Bank consultancy team from ACAL in their 2nd assessment of KUSP implementation noted that the municipality does not have an independent vote in the County Government budget. The project funding for the municipality is captured as line items under the department of Lands Housing, Physical Planning and Urban Development. They recommended for an independent Municipality vote.

Members unanimously recommended that a municipal vote be created urgently and additional funds be consolidated from directorates that perform functions meant to be handled under the municipality.

1.3 The Board tasked the CECM for Lands Mr. Onchiri and the Municipal Manager to draft a cabinet paper for discussion in the cabinet on the creation of the municipality vote and gazettement of functions to be carried out by the municipality in line with the UACA 2011 and the 2nd World Bank assessment report. The budget was adopted by the Board.

Minute 2. SUPPLEMENTARY BUDGET.

2.1 The manager informed the members that there was need for a supplementary budget to include the Urban Institutional Grant of Kshs.41.2Million which already exist in the special purpose account but cannot be spent unless they are reflected in the budget.

The funds were not captured in the FY 2019/20 budget due to late disbursement of the funds from the national government.

The board agreed to push for a line item supplementary budget to be done on the 41.2 M grant by the county assembly to enable the municipality run its planned activities.

The municipality vote should also be captured during supplementary so that the county complies with the 2nd assessment requirements.

2.2 During the discussions the Chairman acknowledged and recognized the presence of the CECM for Finance Mr. Muga and his Chief Officer Mr. Ondigi who had been invited by the CECM for Lands to shed some light on the financial challenges the municipality had been experiencing.

After self-introduction, Mr Muga thanked the Chairman for the good work that is going on in the municipality under the KUSP programme of upgrading the Borabu- Golan inn junction backstreet to bitumen standards. He mentioned that devolution is about transforming people's lives which can be achieved through the activities and projects planned for under the municipality. He assured the members that he is ready to serve them at all levels. Some of the financial challenges being experienced were attributed to factors beyond his control, but he asked his colleague Mr. Onchiri to move with speed and come up with structures that will enable funds to flow to the municipality by consolidating funds from other directorates to the municipality vote.

The Chief Officer Mr. Ondigi also assured the members that the Finance team is willing and is ready to create the municipal vote. He asked the Chief Officer for lands to budget for items to be included in the municipal vote and also move with speed on the municipal operations so as to be able to absorb the grant available and for more.

The Municipal Manager asked the finance team to help in fast tracking some of the conditions that were not during assessment which include salaries for the manger and seconded personnel being drawn from the municipal vote.

Minute 3 PREPARATION OF THE INTEGRATED URBAN PLAN (IDeP)

3.1 The Municipal Manager presented the investment plan for FY 19/20 which had investment projects for consideration as presented during assessment. He brought to the members' attention that a five-year investment plan as outlined in Programme Operation Manual was required and should be availed to the ACAL team within the window period.

Mr. Onduko reminded the members that all projects to be included in the IDeP should come from the people through public participation.

The chairman also pointed out that a Municipality spatial plan ought to have come first so as to guide development within the municipality, hence should also be prepared since its budgeted for under the institutional grant.

3.2 The board gave a go ahead for the County Programme Coordination Team to come up with the 5 year IDEP, share it with the Members of the county assemblies within the municipality and further to the members of the public through public participation

Minute 4 FINANCIAL REPORT FOR FY 2018/2019

Since the FY 2018/2019 had come to a close in June, the municipal manager saw it prudent to share a financial report on the funds received and the expenditures made so far. He presented a financial statement which indicated a received grant of KSHS.114,705,300 for urban development by the World Bank.

There was an expenditure of Kshs.625,000 on 18th March 2019 towards public participation on the project corridor. The funds for the project are already committed and the contractor is on site.

The Vice Chair said that in order to move at the same speed with all the board members as far as financial matters are concerned, the manager should notify them before any money is spent out.

The Board noted the report as presented.

Minute 5 REVIEW OF THE PROJECT PLANS.

The CECM Mr Zablon Onchiri gave a brief description of the on-going project which is upgrading to bitumen standards of (B5) Borabu Inn-Golan Heights Resort, jua kali - Nyamira boys to Nyabite market road. He informed the members that the project needs review of the designs from time to time as need may arise.

The manager shared a brief report from the project engineer on complains and other matters arising specifically on the design which therefore necessitates review of the designs as the project goes on.

The board members approved the request to have the project designs reviewed as need may arise for the smooth running of the project.

Minute 6 ADOPTION OF THE CITIZEN FORA PROGRAMME

A programme outlining public participation meetings to be held out through the financial year was tabled for discussion and adoption.

Members adopted the programme with clear instructions of making sure the meetings are also spread throughout other wards that fall within the municipality and be carried out according to the budget.

Minute 7 ADOPTION OF THE SOLID WASTE MANAGEMENT POLICY

A solid Waste Management Policy had been developed highlighting the areas that Nyamira Municipality could focus on in delivering services to the citizens. After going through the Policy, members were satisfied by the scope of the policy. Mr. Ombati noted that the policy had covered the scope of solid waste management and there was need to allocate resources for its implementation in the subsequent budgets.

areas where they scored lowly during assessment and submit the missing documents within the window period.

The meeting came to an end at 3.32 P.M with a closing prayer by Mr. Simeon Bogonko.

Prepared by

SECRETARY

[Handwritten signature] 19/9/2019

Approved for Circulation

Chairman

[Handwritten signature] 19/9/2019

Confirmed by the Board

Signed by

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Chairman

Signed by

CHAIRMAN

Members adopted the Policy and requested the manager to implement it as soon as it could be possible.

Minute 8 A.O.B

8.1 The Chairman noted that the challenges being experienced in the municipality are not unique to Nyamira municipality but cuts across all municipalities' country wide, hence asked the CECM Mr. Onchiri to be communicating to members regularly since most of challenges being experienced are as a result of delays from the National Government and not of his own making.

He also pointed out that there should be detailed terms of references when it comes to drafting the Agenda of the day. Some of the issues raised should be discussed at committee levels first before being tabled at the board meeting.

8.2 Mr Ombati sought to know the status of a vehicle which had been promised to the members in an earlier meeting. The vehicle would be helpful especially during monitoring and evaluation of the projects within the municipality.

8.3 Mrs. Alice Moraa acknowledged that members are now informed on the progress made so far in the municipality and especially on matters finance. She asked for regular communication and at all levels so that members are always updated on events. She also sought to know why their allowances for the previous meetings numbering up to 3 had not been paid up to now.

8.4 Mr. Bogonko appreciated the existence of Nyamira municipality as one of the vital organs meant to bring services close to its people. Services such as water which is very essential yet missing in Nyamira should be addressed.

He asked all the members to practice an honest and transparent culture when handling issues at the municipality and works towards creating a self-reliant municipality for a better legacy. On the on-going project, he asked the CECM and his team to work with zeal and have all encroachers moved from the project corridor so that the project is not affected at any level.

8.5 The Manager thanked all members for a fruitful discussion and for enduring the long hours the meeting had taken. He promised to follow up on the members sitting allowances which have been pending for long, but clarified that he had only had minutes for one meeting held and would follow up on the others.

On office space, the Manager confirmed that so far there is no formal agreement with CDF but he has been engaging the Chairman for CDF for a proper arrangement for leasing the space and further furnishing of the office.

8.6 The CECM Mr Onchiri finished by thanking all the members for their engagement and promised to work on the fast tracking the financial challenges to enable the CPCT work on