

NAKURU COUNTY GOVERNMENT

LAND, HOUSING & PHYSICAL PLANNING.

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SUB-COUNTY PLANNER
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NAKURU.

MINUTES OF THE MEETING OF THE NAIVASHA MUNICIPAL BOARD HELD AT MUNICIPAL OFFICE BOARD ON 24TH OCTOBER 2019.

MEMBERS PRESENT

- | | |
|-------------------------|--|
| 1. Sam Weru | Chairman |
| 2. Peninah Muigai | Vice Chairman |
| 3. Francis Mwangi | CECM Land, Housing and Physical Planning |
| 4. JudyLeah G. Waihenya | CO Land, Housing and Physical Planning |
| 5. Ben Nyenjeri | Member |
| 6. Francis K. Mwangi | Member |
| 7. Ismael Abisai | Member |
| 8. Absolom Mukuusi | Member |
| 9. Ruth Kabura Wambui | Member |
| 10. Rose Lucy Wanjiku | Administrator(seconded staff) |
| 11. Elizabeth Munyui | Physical Planner (seconded staff) |

ABSENT WITH APOLOGY

1. Gerald W. Ndungu.

AGENDA

1. Preliminaries
2. Reading and Confirmation of minutes of previous meeting
3. Matters Arising
4. Stakeholders meeting with Hoteliers and flower growers
5. Adoption of budget
6. Adoption of Terms Of References (TORs)
7. Job structure for municipality and adoption of the organography
8. Water front project
9. Acting Municipal Manager

10. Welfare

11. A.O.B

Min 1/10/2019 Preliminaries

The meeting was called to order by the chair at 11.22 Am and opened with a word of prayer by Elizabeth Munyui.

Min 2/10/2019 Reading and Confirmation of minutes of previous meeting

The minutes of the meeting held on 6th September were read by the (Peninah Muigai (vice chair and confirmed as true proceeding of the previous meeting. The minutes were proposed by Ismae Abisai and Seconded by Francis K. Mwangi with amendments.

Min 3/10/2019 Maters Arising

1. World Bank Housing project.

Members had raised a concern and wanted to be informed about the World Bank Housing Project. The CECM informed members that the World Bank team has invited the Board members for project briefing meeting at Enashipai Hotel on 28 October 2019.

2. Opening of word bank account

Members had resolved that there was need to open an account for the projects funded by the World Bank.

The CECM informed members that a Commercial Bank Account had already been opened for Urban Development Grant (UDG) and the signatories were;

- Chief Officer in charge of Land, Housing and Physical Planning
- Chief Officer in charge of Finance
- An administrator in the finance department

The CECM also informed members that the Urban Institutional Grant (UIG) Account is yet to be opened as it awaits appointment of a substantive acting Municipal Manager.

Min 4/10/2019 Stakeholders Meeting with Hoteliers and Flower Growers

The chairman to the board informed the members that he had met H.E. the Governor concerning the stakeholders meeting around Lake Naivasha, and had set a date of 1st November 2019.

The members deliberated on the issue and **resolved** the following;

- The meeting to be rescheduled to 15th November 2019.

- Key stakeholders to be invited to include; Hoteliers, Flower growers, ranchers, sanctuaries and Land Owners around Lake Naivasha.
- CECM to communicate to H. E the Governor concerning the change of dates
- A task committee was composed for purposes of planning for the event. This task committee is composed of the following member;
 1. Chairman of the Board
 2. CECM Land, Housing and Physical Planning
 3. CECM Environment, Water and Natural Resources.
 4. County Attorney
 5. Chief of Staff
 6. Municipal Manager
 7. CECM Trade and Tourism
 8. CO Roads and Infrastructure
 9. CO Agriculture
 10. Sub County Administrator –Naivasha
 11. Committee Chair person in charge of Municipal services
 12. Committee Chair person in charge of planning & Infrastructure
 13. Administrator (LHPP)
 14. Administrator seconded to the Municipal Board
 15. Benson Nyenjeri.
- The chairman to write letters of nomination to the task committee members and to convene the 1st meeting on 28th October 2019 at 2.30pm at the Municipal Office Boardroom.
- CECM LHPP and CO LHPP to provide resources required by the task committee for the planning task.
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Min 5/10/2019 Adoption of the Budget

The board administrator presented the draft budget document to the board for adoption as required. Through the guidance of the board chair, the members were taken through the entire budget document, proposed few amendments and then adopted it.

The budget was proposed by Absalom Mukuusi and Seconded by Peninah Muigai.

The members **resolved** that the Chairman to forward the adopted budget to the CO Land, Housing and Physical Planning, for further forwarding to the County Budget team. (CO to draft the letter for the Chairman).

Min 6/10/2019 Adoption of Terms of Reference (TORs)

All the chairpersons for committees in the municipal Board presented their Terms of Reference for their respective committee for adoption except Monitoring & Evaluation committee.

The TORs were adopted as follows;

a. TORs for Committee on Municipal services

Proposed: Absalom Mukuusi

Seconded: Benson Nyenjeri

b. TORs for Committee on Planning

Proposed: Benson Nyenjeri

Seconded: Ruth Kabura

c. TORs Finance and administration

Proposed: Francis K Mwangi

Seconded: Ishmael Abisai

Min 7/10/2019 Job structure for the Municipality and adoption of Organogram.

Mr. Absalom presented a proposed organogram to the members for review and adoption. The members deliberated on the issue and adopted the organogram as work in progress.

The members also **resolved** that a soft copy of the organogram be forwarded to the office of chief officer Land, Housing and Physical Planning for further enrichment.

The members also **resolved** that the CECM to liaise with the head of PSM for clarity on the issue of seconded staff to the board and sub county staff (whether sub county staff within the municipality can all be seconded to perform the respective roles instead of transferring staff from headquarters).

A list of already seconded officers to the board were read out to the members as follows;

- | | |
|--------------------------------|----------------------|
| 1. Administrator | Lucy Rose Wanjiku |
| 2. Physical Planner | Elizabeth Munyui |
| 3. Land Surveyor | Moses Kahiga |
| 4. Accountant | Caroline Kamau |
| 5. Development Control Officer | Macharia Thang'wa |
| 6. Supply Chain | Daniel Kimani |
| 7. Support staff | Beth Wangui Ndungu |
| 8. Clerical officer | Mary Wanjiru Mucheru |

Min 8/10/2019 Water Front Project

The Chairman informed the members that during the meeting held in the governors boardroom, a number of concerns were raised by His Excellency the Governor and the team needs to incorporate them in the concept. Seemingly some critical issues relating to land ownership needed to be addressed. The CECM informed members that a letter to cancel all titles on the grabbed land is already at His Excellency's desk.

The chairman also noted that the cancellation of the titles might take longer and be a set back to implementation of the water front project, and there was need to have an alternative site.

The members deliberated and **resolved** that KWS land to be the Alternative site for the project.

CECM reported that the legal committee will meet the PS Lands concerning the land ownership of the veterinary Land in a period of 2 weeks from the date of this meeting.

Min 9/10/2019 Acting Municipal Manager

Three (3) proposed names had been presented to the board for consideration to the acting position in the meeting held at the governor's boardroom. The three included; Robert Ndung'u, Kibet Koros and Samuel Njoroge. The board was to ratify one name for the position. From the meeting at the governor's boardroom, members had resolved that Mr. Kibet Koros be appointed as Acting Municipal Manager and today's meeting was to officially ratify the

decision. The period between the earlier meeting held at the governor's boardroom was to provide room for background check on the suitability of Mr Koros. The chair tabled the merits of Mr Koros as having a wealth of experience having worked as the town clerk and deputy town clerk of Molo and Naivasha respectively. He is currently working as an administrator in Finance department as he finalizes on his PhD.

The board **resolved** to have Mr. Koros Kibet as the acting Municipal Manager and directed the chair to forward the name to the County Secretary for official appointment in Acting Capacity awaiting the recruitment of a substantive Municipal Manager

Min 10/10/2019 Welfare

Members raised issues concerning the payment of their allowances, some members have never received their allowances since their appointment in April 2019 despite submitting their IFMIS details, and some had only received part payment. Members also wanted clarity each time they are paid to understand what they are paid against.

The members also asked for clarity on payment of transport allowances. The CECM advised that all payments should be paid as guided by the SRC circulars.

The Administrator to the board (Rose) and Accountant (Caroline) were tasked to follow up on all the pending payments ASAP.

Members also **resolved** that going forward all members allowances should be paid within a period not more than five days from the date of meeting.

Min 11/10/2019 A.O.B

1. CECM informed members that ACAL consultants had written to the county Government concerning evaluation of KUSP minimum standard performance. The CECM requested the chair to appoint 2 Board members Mr. Absolom and Mr. Gerald to work with planner Mayaka and the board administrator (Rose) in the exercise.

The Chairman appointed the 2 proposed Board members awaiting official letters of appointment that shall be issued immediately.

2. CECM pointed out that the pending case in court concerning the municipal board need urgent intervention. It was **resolved** that the CECM, CO, Chairman and Vice Chair should meet urgently over the matter.

3. CECM invited all members to a meeting at Enashipai Hotel for briefing of the World Bank Affordable Housing project on Monday 28th October at 9.00am.

4. CECM informed members to be attending Public Barazas.

There being no other matter for discussion, the meeting was adjourned at 3.03PM by a word of prayer by Ismael Abisai.

Date for the next meeting to be communicate.

Minutes signed by:



Chairman.

Date: 28th October 2019

Secretary.....

Date.....