



**REPUBLIC OF KENYA  
COUNTY GOVERNMENT OF NAKURU  
NAKURU CITY**



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**MINUTES OF THE 24<sup>TH</sup> VIRTUAL FULL BOARD MEETING HELD ON 9<sup>TH</sup> OF JULY 2024.**

**MEMBERS PRESENT**

- |                     |                    |
|---------------------|--------------------|
| 1. Stephen Muli     | – Chairperson      |
| 2. Johra Said       | – Vice Chairperson |
| 3. Hon. John Kihagi | - Member           |
| 4. Stella Wanjiru   | – Member           |
| 5. Jepta Rono       | – Member           |
| 6. Crispus Wathimba | – Member           |
| 7. Beatrice Magembe | – Member           |
| 8. Joseph Inoti     | – Member           |
| 9. Cornelius Rotich | – Member           |
| 10. James Kamau     | - Member           |
| 11. George Njenga   | - Member           |

**IN ATTENDANCE**

- |                  |                                       |
|------------------|---------------------------------------|
| 1. Joan Mwaura   | – Admin- Board Affairs                |
| 2. James Ndung'u | – Head of ICT                         |
| 3. Monica Muroki | – Environmental Officer (Secretariat) |

**AGENDA**

1. Notice of meeting
2. Apologies and quorum
3. Adoption of the Agenda
4. Declaration of conflict of interest
5. Chairperson's Remarks
6. Review of previous meeting minutes and matters arising
7. Manager's Report
8. Annual Work Plan
9. Update of annual projects: GIS, Sanitation facility, Access roads to Baringo Road
10. Private sector engagement framework
11. Update on KUSP II readiness

<b>Agenda</b>	<b>Deliberations</b>	<b>Key Actors</b>
<b>MIN 1: Notice of Meeting and</b>	The Chairperson called the meeting to order at 4:00 p.m.	

<b>Agenda</b>	<b>Deliberations</b>	<b>Key Actors</b>
<b>adoption of the agenda</b>	Members were taken through the agenda of the day and adopted it as presented. Proposer: Dir. Johra Said Seconder: Dir. Crispus Wathimba	
<b>MIN 2: Apologies and quorum</b>	The Chairperson confirmed that no apologies were recorded and that the meeting had achieved the required attendance threshold.	
<b>MIN 3: Declaration of Interest</b>	No conflict of interest was registered.	
<b>MIN 4: Chairperson's Remarks</b>	The Chair extended a warm welcome to all the members, appreciated them for their support and cooperation through all the activities of the Board and noted there have been several meetings held since induction of the new Board, including those in Naivasha and Mombasa. He also remarked that the process of recruitment of the new Board Members was ongoing and a follow up would be done with the City Manager and the CECM- Lands, Physical Planning, Housing and Urban Development on the same.	
<b>MIN 5: Review and Confirmation of Minutes of previous minutes.</b>	The Manager took Members through the Minutes of the previous meeting held on 22 <sup>nd</sup> March, 2024. The Minutes were confirmed to be a true record of what was discussed. Proposer: Dir. Crispus Wathimba Seconder: Dir. George Njenga	
<b>MIN 6: Matters arising</b>	The following was reported as the status of issues that arose from the recorded minutes of the previous meeting: There has been a challenge on having the breakfast meeting with H.E The Governor. The meeting date will be reported by the Chair. The Manager to follow up and expedite processing of pending committee allowances for members.	Manager

Agenda	Deliberations	Key Actors
	<p>Financial statements to be retrieved to identify the allowances that have been paid and revoke those that haven't been paid.</p> <p>Policy documents to be printed and made available at the physical Board meeting on 26<sup>th</sup> July, 2024. Soft copies of the documents to be shared to the members i.e. ISUDP, UACA, IDeP, Board Manual, Mwingozo.</p> <p>The Board to be strictly guided by the calendar of activities and ensure execution of the said activities within the set timelines. Provide timely communication on uncompleted activities highlighted in the Board calendar, giving reasons and clear way forward.</p> <p>The Manager to share a bi-weekly report on activities and meetings being conducted in the City Board.</p>	<p>Manager, Technical team</p> <p>Manager</p>
<p><b>MIN 7: Manager`s Report</b></p>	<p><b>The Manager took Members through his report as follows:</b></p> <p>Attended a workshop in Kisumu which focused on; Preparation for KUSP II funding, Compliance issues, Uniformity of committees in urban areas.</p> <p>The workshop culminated with few highlights as critical requirements for the city to qualify for the funding as listed below</p> <ul style="list-style-type: none"> <li>➤ Development of a Public Private Engagement Framework (A template was shared by World Bank for adoption by all the urban boards, cities and municipalities)</li> <li>➤ Urban management and governance.</li> </ul>	

<b>Agenda</b>	<b>Deliberations</b>	<b>Key Actors</b>
	<p>Reported that the alternative contact for Nakuru Creative City under UNESCO-Joseph Maina (Barbushe), represented Nakuru City at the UNESCO Creative Cities Network (UCCN) Bi-annual conference in the City of Braga, Portugal. For noting, the Manager enlightened members that the City's active participation in the UCCN conference is a key requirement.</p> <p>The Manger was retained as the African Co-ordinator for UNESCO Creative Cities for a period of 2 years.</p> <p>Held a meeting with the Regional Manager, KURA proposed to enter into a collaboration on preparing road designs and resource mobilization through signing of an MOU.</p> <p>The Manager mentioned the need to onboard different agencies (KURA, KENHA, KERRA) in the committee meetings.</p> <p>Informed the members that the City Board staff are reviewing and finalizing on the City Strategic Plan 2023-2027 and have initiated the preparation process of developing the City's 2023-2027 IDeP and once done the draft document will be shared for further proposals and insights.</p> <p>Reported that a new Planner has been deployed to the City Board.</p> <p>There have been series of clean up exercises through the year 2023 ranging from Shabab estate, Pipeline area, Lake Nakuru National Park, Kaptembwa and planning on doing more.</p> <p>The Manager took the members through the Solid Waste Management Framework, he briefly explained that it would provide provides the strategic and operational framework for transitioning Nakuru City from a disposal-dominated, fragmented system to an integrated, circular and inclusive SWM model.</p>	

<b>Agenda</b>	<b>Deliberations</b>	<b>Key Actors</b>
	<p>It is built on Integrated Solid Waste Management principles and the 7R hierarchy (Refuse, Reduce, Reuse, Repair, Refill, Recycle, Rethink), emphasizing waste prevention and resource recovery before disposal. The plan aligns with applicable national and county policy and regulatory requirements, including strengthened obligations for segregation at source, producer responsibility, and improved environmental control at disposal facilities.</p> <p>The members unanimously approved the framework. Proposed by Director Johra and seconded by George Njenga</p>	
<b>MIN 8: Annual work plan</b>	<p>The Manger reported that Annual Work Plan for the FY 2025-26 has been prepared and will be shared before the next Full Board meeting for further discussion and input.</p>	
<b>MIN 9: Update on annual projects</b>	<p>The Manager reported on the progress of ongoing projects:</p> <ul style="list-style-type: none"> <li>• GIS project – The project is 60% complete. It is in the ground truthing stage and the consultant presented the findings of the inception report to the city`s team highlighting data collected on the city`s existing mobility infrastructure i.e. tarmacked, murramed, graveled roads, flood high risk areas, public utilities and transport networks. The report to be shared.</li> <li>• Temporary sanitation facility at Menengai Garden-The project is almost complete</li> <li>• Elevation of the feeder access roads to Baringo Road- The project has been delayed due to heavy rains and flooding. There is</li> </ul>	

Agenda	Deliberations	Key Actors
	need for re-designing of the project by the project engineer.	
<b>MIN 10: Update on KUSP II readiness</b>	The Manager informed members that the staff have gone through the KUSP II minimum conditions to assess the city's compliance, note, prepare and avail the unmet requirements including IDeP for subsequent forwarding to the State Department noting time as a critical factor in this process.	City Board staff

**Resolutions**

- The Vice Chairperson and Dir. Crispus Wathimba were nominated to represent Nakuru City at the World Urban Forum to be held in November, in Cairo.

**MIN 11: Adjournment**

There being no other business, the meeting ended at 5:55 p.m.

**FOR CONFIRMATION**

	Sign	Date
Chairperson	.....	.....
Secretary	.....	.....