



REPUBLIC OF KENYA  
COUNTY GOVERNMENT OF NAKURU  
NAKURU CITY



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**MINUTES OF THE SPECIAL FULL BOARD MEETING HELD ON 19TH AUGUST 2025.**

**MEMBERS PRESENT**

- |                        |                         |
|------------------------|-------------------------|
| 1. Stephen Muli        | – Chairperson           |
| 2. Johra Said          | – Vice Chairperson      |
| 3. Crispus Wathimba    | – Member                |
| 4. George Njenga       | – Member                |
| 5. James N. Kamau      | - Member                |
| 6. Hon. Anthony Nzuki  | – Member                |
| 7. O’wakwabi O. Zebedy | – Member                |
| 8. Linda Munyao        | – Member                |
| 9. Julie Chege         | – Member                |
| 10. Adrienne Murigu    | - Member                |
| 11. Gitau Thabanja     | – Secretary, City Board |

**IN ATTENDANCE**

- |                     |                                  |
|---------------------|----------------------------------|
| 1. Dan Bomett       | – Project Management Officer     |
| 2. Florence Kariuki | – Communication Manager’s office |

**AGENDA**

1. Welcome and Introduction of New Board Members
2. Reflection on the Governor’s Address delivered during the Board Members’ Induction
3. Matters Arising from the Board Induction, including:
  - a. Policy on Committee Formation and Meeting Seatings
  - b. Strategy for Collaboration with the County Affordable Housing Committee
  - c. Policy on External Resource Mobilization
  - d. Plan/Policy on Private Sector Engagement
4. Review of Compliance with KUSP II Minimum Conditions (MC) and assessment of the Board’s readiness for funding.

5. Approval of the financial statements for FY 2024/25
6. Adoption of the guidelines on asset and liability management in the public sector
7. Review of Resolutions passed during the meeting held on 18th February 2025
8. Assessment of the Board’s Performance in executing delegated functions
9. Human Resource Matters:
  - a. Review of Board Personnel, including tenure and contract arrangements, in light of high turnover concerns
  - b. Development of Performance Evaluation Guidelines as espoused by the County Public Service CECM
10. Financial year 2025/26 projects
11. A.O.B

Agenda	Deliberations	Key Actors
<p><b>MIN 1:</b> <b>Welcome and Introduction of New Board Members</b></p>	<p>The meeting was called to order at 9:30 a.m. by the Chairperson. The session began with a word of prayer led by Ms. Linda Chepkorir.</p> <ul style="list-style-type: none"> <li>• <b>Chair’s Remarks</b></li> </ul> <p>The Chairperson extended his apologies to the members for his absence during the induction meeting in Nairobi and the Devolution Conference. He informed the members that he had been attending to a personal matter. He expressed his gratitude for the members' continued support during his absence and appreciated those who reached out to check on him.</p> <p>The Chairperson introduced the new members to the team and encouraged them to work collaboratively and speak with one voice in all matters. He emphasized the importance of unity and teamwork for the success of the board.</p> <p>Following his remarks and introductions, the Chairperson welcomed the Manager to brief the board.</p>	

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	<p><b>a) Board Structure and Responsibilities</b></p> <p>The Manager took the new members through the structure and composition of the Board, including the presence of:</p> <ul style="list-style-type: none"> <li>• The full Board,</li> <li>• Four functional committees,</li> <li>• The CECM, Hon. John Kihagi.</li> </ul> <p>He also clarified his role as the Secretary to the Board.</p> <p><b>b) Board Activities and Calendar</b></p> <p>The Manager outlined key events on the Nakuru City calendar, noting the Board’s expected participation in:</p> <ul style="list-style-type: none"> <li>• Public participation forums,</li> <li>• Clean-up exercises,</li> <li>• Other events upon official invitation.</li> </ul> <p>He stressed the need for an induction session where members can meet with city staff and better understand internal operations.</p>	
<p><b>MIN 2: Reflection on the Governor’s Address delivered during the Board Members’ Induction</b></p>	<p>The Manager gave a brief recap of the induction that took place in Nairobi. He emphasized a key requirement set by the World Bank — the need to engage the private sector.</p>	
<p><b>MIN 3: Matters Arising from the Board Induction</b></p>	<p>The Manager read through the board paper Ref. <b>BOARD PAPER NO. NCB/BOARD/2025/14 dated 19<sup>th</sup> August, 2025 on Urgent Adoption of the Private Sector Engagement Framework (PSEF) and Toolkit to Ensure KUSP II Grant Funding</b> which</p>	

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	<p>required the members to adopt the PSEF and formally approve the framework for implementation, establish a Private Sector Database and hold dialogue forums.</p> <p>The members unanimously adopted the PSEF as one of the KUSP II condition. Proposed by Johra Said and seconded by James Kamau</p>	
<p><b>MIN 4:</b>  <b>Review of Compliance with KUSP II Minimum Conditions (MC) and assessment of the Board’s readiness for funding</b></p>	<p>The City Manager informed the board that the department has met most of the minimum conditions under the Kenya Urban Support Programme Phase II (KUSP II). This is after attainment of the Full Board membership, which was a minimum condition that was pending.</p> <p>He further reported the following updates:</p> <ul style="list-style-type: none"> <li>• The process of recruiting an Engineer is underway.</li> <li>• Follow-up efforts are ongoing to secure the relevant delegated functions.</li> <li>• All standing committees have now been formed, and members have been assigned accordingly.</li> </ul> <p>The established committees and their members are as follows:</p> <p><b>1. Audit, Risk, and Compliance Committee</b></p> <ul style="list-style-type: none"> <li>• Hon. Anthony Nzuki – Chair</li> <li>• Hon. John Kihagi</li> <li>• Johra Said Ali</li> </ul> <p><b>2. Urban Planning, Environment, and Infrastructure Development Committee</b></p> <ul style="list-style-type: none"> <li>• Crispus Wathimba – Chair</li> <li>• Zebedy O. O’wakwabi</li> </ul>	

Agenda	Deliberations	Key Actors
	<ul style="list-style-type: none"> <li>• Linda Munyao</li> <li>• George Njenga</li> <li>• James Njau Kamau</li> </ul> <p><b>3. Finance and Administration Committee</b></p> <ul style="list-style-type: none"> <li>• Johra Said Ali – Chair</li> <li>• Linda Munyao</li> <li>• Crispus Wathimba</li> <li>• Julie Chege</li> <li>• Adrienne Murigu</li> </ul> <p><b>4. Trade, Tourism, Investment, and Social Services Committee</b></p> <ul style="list-style-type: none"> <li>• James Njau Kamau – Chair</li> <li>• Julie Chege</li> <li>• Adrienne Murigu</li> <li>• George Njenga</li> <li>• Zebedy O. O’wakwabi</li> </ul>	
<p><b>MIN 5:</b>  <b>Approval of the financial statements for FY 2024/25</b></p>	<p>The Manager took the Board members through the <b>Financial Statements for the Financial Year 2024/2025</b>, presenting key highlights, line items, and overall financial performance.</p> <p>Members were invited to share their views on the document. After deliberation, the Board <b>agreed to approve the financial statements subject to the incorporation of the discussed amendments.</b></p> <p>A motion to approve the financial statements with amendments was <b>proposed by Director Chair Muli</b> and <b>seconded by Director Wathimba.</b></p>	

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<p><b>MIN 6:</b>  <b>Adoption of the guidelines on asset and liability management in the public sector</b></p>	<p>The Manager introduced the agenda item on the adoption of the guidelines on asset and liability management in the public sector, emphasizing the importance of structured and transparent management of public resources to ensure fiscal sustainability and compliance with national regulations.</p> <p>He provided an overview of the proposed guidelines, outlining key areas including:</p> <ul style="list-style-type: none"> <li>• Asset registration, tracking, and valuation procedures</li> <li>• Liability management protocols, including debt servicing, reporting, and risk assessment</li> <li>• Compliance with national Treasury and Public Finance Management (PFM) regulations</li> <li>• Reporting and audit frameworks to enhance accountability and transparency</li> </ul> <p>Members discussed the relevance of the guidelines in streamlining asset and liability oversight, reducing financial risk exposure, and enhancing long-term financial planning.</p> <p>After deliberation, the Board unanimously resolved to adopt the guidelines Proposed by Johra and Seconded by Director George Njenga</p>	
<p><b>MIN 7:</b>  <b>Review of Resolutions passed during the meeting held on 18th February 2025</b></p>	<p>The Manager led the Board through a review of ongoing and past resolutions. The following matters were discussed:</p> <p><b>Resolution No. 03/2025 – Organization of a Stakeholder Conference</b></p> <p>The City Manager reported that funds had been set aside specifically for the stakeholder conference. Planning is currently ongoing, and the office is working on finalizing logistics for the event.</p>	

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	<p data-bbox="597 159 1203 237"><b>Resolution No. 06/2025 – Enhancing Visibility through Website &amp; Social Media</b></p> <p data-bbox="597 289 1265 541">The Manager informed the board that the department currently utilizes the County Government website to disseminate its information and achievements. However, there are ongoing efforts to develop and launch an independent departmental website in the future.</p> <p data-bbox="597 594 1211 625"><b>Resolution No. 07/2025 – Vehicle Leasing Plan</b></p> <p data-bbox="597 678 1265 888">The City Manager explained that due to limited departmental funding, the direct purchase of a vehicle is currently not feasible. As an alternative, the department is exploring access to a vehicle through specific project funding.</p> <p data-bbox="597 940 1265 1150">Additionally, the Manager shared the idea of seeking support from Sister Cities. He noted that Jinju City in Korea has expressed interest in supporting the purchase of a van to facilitate field visits to ongoing projects.</p> <p data-bbox="597 1203 1265 1413">A member mentioned that she has friends from North Carolina who would be interested in supporting a Sister City partnership. She requested guidance from the office on how to formally pursue this process.</p> <p data-bbox="597 1465 1265 1675">The Chair, assured the board that the office will provide clear guidelines and documentation on the process for initiating Sister City partnerships, to support Mrs. Julie and other board members in exploring such opportunities.</p>	

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	<p><b>Resolution No. 09/2025 – Staff Engagement &amp; Capacity Building</b></p> <p>The Manager outlined plans for a staff and board member induction to be held in Kisumu. The visit would also serve as an opportunity for benchmarking with Kisumu City.</p> <p>The Manager also informed the board that his five-year tenure is nearing completion and he is currently awaiting confirmation regarding the renewal of his contract.</p> <p><b>Resolution No. 11/2025 – Establishment of Board Identity</b></p> <p>A member proposed that the staff adopt a distinct brand identity to enhance public engagement and improve visibility of the department's role.</p> <p>The City Manager responded in support of the idea, noting that it has always been his intention to establish the City Board as a distinct and recognizable department within the County structure.</p> <p>It was agreed that the department will initiate the development of a brand identity, which may include staff uniforms, name tags and standard colors.</p>	
<p><b>MIN 8:</b> <b>Assessment of the Board’s Performance in executing delegated functions</b></p>	<p>The Manager informed the Board that the City Office is in the process of receiving delegated functions. A meeting has been scheduled by the Governor, through the Council of Governors and the State Department, for the month of October to finalize the handover. This transition is in line with the World Bank’s conditions for assuming these functions.</p> <p>Board members expressed that it would be prudent to implement at least one function prior to the</p>	

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	<p>official meeting, as a demonstration of the City Office’s seriousness and readiness to the public.</p> <p>The Manager proposed several initial functions that could be taken up and implemented immediately:</p> <ul style="list-style-type: none"> <li>• Deployment of skips for litter management and a comprehensive clearing plan</li> <li>• Enhanced town cleaning efforts, including deployment of sweepers</li> <li>• Uniform changes for enforcement personnel</li> <li>• Introduction of new signage and revisions to the parking payment system</li> </ul> <p>Additionally, the Board requested that the Manager draft a formal letter concerning the installation of signage along Kenyatta Avenue, including aspects of beautification.</p>	
<p><b>MIN 9:</b> <b>Human Resource Matters</b></p>	<p>The Manager reported that the office is currently undertaking a recruitment and promotion process for staff within the department. This initiative is being carried out under the directive of the Executive, following the confirmation of available funds in the personnel budget.</p> <p>He further noted existing staffing gaps in the department, attributed to several factors:</p> <ul style="list-style-type: none"> <li>• Some staff members are currently on study leave.</li> <li>• Director Kiogora, who served as the Environment Officer, has exited the department for opportunities elsewhere.</li> </ul> <p>These developments have posed operational challenges. However, the Manager assured the Board that steps are being taken to address the</p>	

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	<p>situation. In particular, efforts are underway to secure a transfer of services from other departments, with the assistance of the County Secretary.</p>	
<p><b>MIN 10:</b> <b>Financial year 2025/26 projects</b></p>	<p>The members were presented with a list of proposed projects for implementation in the 2025/26 financial year. They were requested to review the list and familiarize themselves with the contents in preparation for a more detailed discussion.</p>	
<p><b>MIN 11:</b> <b>Matters Arising from the meeting</b></p>	<p>Board members raised several issues requiring follow-up or clarification. These were noted as follows:</p> <p>The Vice Chair inquired about:</p> <ul style="list-style-type: none"> <li>• Progress on Vision 2050.</li> <li>• Plans for field visits to ongoing City projects.</li> <li>• Updates on specific projects such as Sponge City, Water &amp; Leverage, and Wow Moms.</li> <li>• The status of drainage mapping within the city.</li> </ul> <p>Hon. Nzuki requested the establishment of physical office space, preferably with individual workstations or shared access for each board member.</p> <p>Mr. Zebedy requested that printed reports be shared well in advance of meeting dates to allow time for review.</p> <p>Ms. Linda proposed that key policy documents, such as the UACA and IDEP, be uploaded to the</p>	

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	<p>departmental website to enhance accessibility and transparency.</p> <p>Further clarification was requested on the status of Afraha Stadium and the airport project.</p>	

**MIN 12. AOB**

The members are still waiting for their appointment letters.

**MIN 13: Adjournment**

There being no other business, the meeting ended at 12:45 p.m with a word of prayer from Ms. Linda Ruto.

**FOR CONFIRMATION**

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