

**MINUTES OF VIHIGA MUNICIPAL BOARD MEMBERS MEETING HELD AT
LANDS BOARDROOM ON 10TH JANUARY 2019.**

Attendance

No	Name	Title	Attending	Excused
1	Eng. Josephat Amadi	Chairperson	✓	
2	Dorcus Wodera	Vice-Chairperson	✓	
3	Isaac Nyamweno	Member	✓	
4	Andrew Ahuga	Member	✓	
5	Carolyne Andahi	Member	✓	
6	Mwanaidi Abdi	Member	✓	
7	Amb David Kikaya	Member	✓	
8	Seth Mbale	Member	✓	
9	Nicholas Simani	Member	✓	
10	Duncan Kuria	Acting MM	✓	
	In attendance			
11	Eng. Kenneth Keseke	CECM-PPL&H	✓	

Agenda

1. Prayer
2. Chairman remarks
3. Reading of Minutes
4. Matters arising
5. Presentation of Urban IDeP.
6. Urban Area Budgeting, Financial Year 2019/2020.
7. Ratification of projects and approval of procurement plan
8. Report from Naivasha workshop
9. A.O.B

Minute	Description	Action
1. Introduction	The meeting started with a word of prayer from Mr Nick Simani followed by Chairman remarks	All
2. Chairman Remarks	The Chairman briefed the CEC-Lands about the activities that the board had engaged in the last two months of last year. This included the induction workshop and strategic plan workshop also held in Naivasha. The CEC was also updated about a meeting the Board had with the world bank representative in Nairobi.	All
3. CEC Brief	The CECM for lands informed members that he had taken time to go through the Urban Areas and Cities Act (UACA) and noted article 26 which stipulated the membership of the Board. According to the act, it is clear nonmembers were not were not allowed to attend meetings of the	

	<p>Board and on the same vein, Hon Kiseko requested Dr Jairus Amayi to walk out of the meeting because he was not a member of the board. Dr Amayi requested to comment on the situation that made him to be in attendance of the meeting but he was told in no uncertain terms that he was not a member of the Board and therefore was respectfully required to leave the meeting.</p> <p>Hon Kiseko reiterated that Government institutions are established by the law and that it was very important for the law and that is was very important for the law to be observed in undertaking the operations of the institutions.</p> <p>The members of the Board were advised to read the law that established the Municipality because that is the bible that should guide the operations of the Board & with it they can never go wrong.</p> <p>The CEC warned the members of the Board against breaking the law which was already happening in the procurement of consultancy services for workshops that the board had attended in Naivasha.</p> <p>The supplementary budget has not been uploaded in the IFMIS system, once the budget had been uploaded which is what will allow the Municipality to be able to access funds for operations.</p> <p>There is need to move with speed to advertise and formalize the process of acquiring the consultancy services that the Board had already utilized.</p> <p>According to article 51 of UACA, the Board is required to forward to the CEC the signed minutes as requirement and the Board was reminded the need to comply.</p> <p>The Board was informed that the Department of Physical Planning, Lands and Housing had identified officespace within Mbale town which will be leased for the Board to utilize. Procurement for the offices will be done within the shortest time possible since the Board urgently requires space for housing its operations. The space will cater for a boardroom, an office for the Municipal manager and workstation for Municipal staff.</p> <p>There was a proposal from the Board members for the office space to have a kitchen from which tea for the Municipal Manager and the Board members can be prepared.</p> <p>The department had been promised that the other Department would second officers to the secretariat of the Board but so far only two Department have seconded officers for consideration.</p> <p>The CEC noted that the county does not have adequate number of</p>	
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	<p>qualified technical staff but promised to make a follow up on the matter of secondment while ensuring the quality of officers seconded is right.</p> <p>Municipality should come up with a budget. There was a proposal for the budget to be at an estimated figure of 35 Million.</p> <p>The Board should identify positions that require to be filled. An indent for the positions should also be prepared.</p> <p>The CEC promised to make a follow up with the County Public Service Board in regards to the position of the Municipal Manager which had been advertised. The meeting was briefed that the person recruited as a Municipal manager should be in the position of a director at Job group R. The proposed structure of the Municipality should be based on job groups and remuneration of the officers.</p> <p>Members were also reminded of the UACA where it states the number of meetings to be held in a year. When holding meetings beyond what the law specifies, the procedure of calling such a meeting should be followed i.e. 3 members writing to the chairman to call for special general meeting.</p> <p>The Board proposed that it needs to embark on a benchmarking mission to Makueni and Kiambu County to learn on how they manage their municipalities.</p> <p>A proposal on training the Board on board management & board papers presentation was floated and the CEC informed members that normally the County gets sponsorship to go for such training at Kenya School of Government(KSG) by Ahadi Kenya.</p> <p>The issue of who should be the secretary of the Board was discussed as it was clear that there was confusion which resulted in failure of capturing minutes for a meeting held on 29th December 2018.</p> <p>The Municipality Charter of the Board has some inconsistencies that require to be harmonized with the existing laws.</p> <p>Members of the Board will require services of a legal counsel to help in interpretation of the law and advising the Board on legal matters just way in companies they have corporate laws.</p> <p>Members proposed to have a tour of the Municipality boundary to appreciate the challenge existing in their area of jurisdiction. Members also discussed the idea of expanding the boundary of the Municipality so that the ward that have some sections outside the Municipality include; Sabatia West, North Maragoli and Izava Lyaduywa.</p>	
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	<p>The idea of having an additional Municipality by splitting the exiting area was discussed but the CEC advised that it is important that for the time being the Board focus on what is of immediate importance which was identifying projects to be implemented under KUSP, the matter of expansion can be handled later.</p> <p>To hasten the process of procuring projects under KUSP, the CEC reported that he would seek advice of the Director Supply Chain on how a consultancy can be brought on board to help in preparing documentation for construction works. The consultancy will be required to provide the documents within two and half months to enable the Board to have time to advertise and eventually commit the funds for the projects.</p> <p>The board should organize Citizen fora to sensitize the members of the Public of the existence of the Boards as well as its planned activities in return the Board will to get feedback from the stakeholders and what they would like to see done within the Municipality to improve their livelihood. Following this, a schedule of Fora was developed for 29th January and 30th April 2019 for Broad park and Majengo respectively.</p> <p>Professor Kikaya gave a vote of thanks in appreciation of CEC for coming to the Board meeting and sharing candidly with the Board members.</p> <p>Carolyn offered a word of prayer before the CEC departed from the meeting.</p>	
4. Reading of Minutes & Confirmation	Municipal Manager took members through the minutes of the previous meeting after which Mr Isaac Nyamweno proposed and Mr Seth seconded the minutes to be a true reflection of the deliberations of the meeting.	All
5. Presentation of Urban IDeP	During the previous Board meeting which was held in November 13 th 2018, at Governors Board Room, it was resolved that Municipal Board with the Help of the County Economist under the department of Finance and Economic planning to prepare its Urban Integrated Development Plan (IDeP). The manager presented the IDeP, upon deliberations, the board resolved to adopt it as Vihiga Municipal Board IDeP.	All
6. Urban Area Budget (Budgeting 2019-2020)	The Chief Officer, Department of Physical Planning, Lands and Housing explained that Ksh 10 Million had been allocated to the Board for the Financial year 2019-2020. The board agreed and adopted the said amount of Ksh 10 Million as provided within the departmental allocation which is within the set department ceilings as stipulated in the County Physical Strategy Paper of 2019/2020.	
7. Matters arising	<p>Dr Chasia is the owner of the land in Tsimbalo where a borehole was drilled by an NGO in a private parcel of land. The owner would like to know exactly what the Board proposes to do in regard to utilization of the borehole.</p> <p>There is need to improve communication channels between the Board and</p>	All

	the Department. It was agreed that the protocol should be observed at all times. Communication should flow in the following manner; Municipal Manager>Chief Officer>CEC>Deputy Governor>Governor.	
8. Ratification of identified	<p>The Board ratified – the following projects which had been identified by the County Project Coordination Team (CPTC) for implementation under KUSP</p> <ol style="list-style-type: none"> 1. Supply and delivery of 200 large waste collection bins 2. Supply and delivery of 200 small waste collection bins 3. Supply and delivery of a garbage compacting truck 10 tons 4. Supply, installation & commissioning of high mast flood mast (Majengo, Mbale, Chavakali, Kegondi, Matsigulu & Mudete) 5. Supply, installation & commissioning of fire hydrant at Chavakali and drilling of borehole. 6. Proposes construction of wetland in Mbale prison Compound. 7. Proposed channeling of storm water drainage system in Mbale, Majengo, Mudete & Chavakali. 8. Proposed upgrading of Mukuli-Kese-Mbihi-Mbale stage road to bitumen standards. 9. Consultancy for preparation of Municipality Integrated Urban Development Plan (IDeP) 10. Consultancy for induction of Vihiga Municipal Board. 11. Consultancy for development of strategic plan for Vihiga Municipal Board. 12. Consultancy for preparation of BQS for road works & storm water drainage and paving pedestrians foot walks/paths 13. Training consultancy for staff and Board Members. 14. Supply and delivery of assorted stationery 15. Supply and delivery of office equipment & Furniture. 16. Supply installation and Commissioning of integrated solar street lighting in Mukuli, Muringi and Mpaka road. 17. Supply and delivery of a skip loader. 18. Supply and delivery of an exhauster 19. Construction of public toilets in the Municipality. 	
9. Naivasha Report	The secretary took members through the report on the workshop that was held in Naivasha.	
10. A.O. B	<ul style="list-style-type: none"> ▪ There is need to organize a retreat with the legal advisor to review the charter. ▪ There is need to contact Goodev who are reviewing the Boundaries of the Municipality ▪ Human Resources committee to meet and discuss human resource needs, scales and prepare indent for positions that will require to be advertised. ▪ Finance committee will have a meeting next week Monday at the land's boardroom. ▪ There will be a meeting to construct minutes for a meeting that was held on 20th Nov 2018 on Tuesday 22nd January 2019. Those 	

	to be in meeting are Municipal Manager, Mr Andrew Ahuga, Mr Seth Ambale and Ms. Mwanaidi Abdi.	
	There being no other business to be transacted the meeting ended at 7.00pm with a word prayer from Mr Nyamweno.	

Chairperson... Eng. Amadi Sign...  Date

Secretary... Duncan Karon Sign...  Date