

**MINUTES OF A SPECIAL MEETING OF THE VIHIGA MUNICIPAL BOARD
HELD WITH H.E. THE GOVERNOR ON FRIDAY 24TH MAY 2019 AT THE
GOVERNORS BOARD ROOM FROM 11.00 AM**

PRESENT

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| 1. H.E. DR. W.K. OTTICHILO | = GOVERNOR (PRESIDING) |
| 2. H.E. DR PATRICK SAISI | – DEPUTY GOVERNOR |
| 3. HON. ENG. K.E. KESEKO | – C.E.C.M., PHYSICAL PLANNING, LANDS & HOUSING. |
| 4. LUCY IJAI | – CHIEF OFFICER, PHYS. PLANNING, LANDS & HOUSING |
| 5. ENG. IOSPHAT AMADI | – BOARD CHAIR |
| 6. DORCAS WODERA | – VICE CHAIR |
| 7. CAROL ANDAHI | – SOCIAL SERVICES |
| 8. SETH AMBALE | – AUDIT |
| 9. NICK SIMANI | – SUPPLY CHAIN |
| 10. ISAAC NYAMWENO | – PLANNING |
| 11. PROF. DAVID KIKAYA | – FINANCE |
| 12. MWANAIDI ABDI | – I.C.T. |
| 13. DUNCAN KURIA | – Ag MUNICIPAL MANAGER |
| 14. ANDREW AHUGA | – SECRETARY |

IN ATTENDANCE

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| 1. PHILLIP GAVUNA | – Ag COUNTY SECRETARY |
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AGENDA

1. PRAYER
2. CHAIRMAN'S REMARKS
3. PREVIOUS MINUTES
4. MATTERS ARISING
5. RESIGNATION OF MUNICIPAL MANAGER
6. PROJECTS STATUS
7. APPROVAL OF WASTE MANAGEMENT POLICY, COLLECTION & DISPOSAL PLAN
8. COMMUNICATIONS
9. BENCH MARKING / BOARD TRAINING
10. BUDGET / MONEY MATTERS
11. MEETINGS
12. DR. AMAYI (CO-OPTION)
13. OFFICE SPACE
14. ADOPTION OF SECONDED STAFF

1. PRAYER

An opening prayer was said by Madam Dorcas Wodera

PRELIMINARIES

H.E. the Governor briefed members on his meeting in Nairobi where conditionality's and timelines of the World Bank had been discussed vis a vis programs funded by the World Bank. He confirmed that the 2nd tranche of the KUSP UDG had been factored into the 2019 / 2020 budget. He was therefore attending the Vihiga Municipal Board meeting to do a needs appraisal for the KUSP and for the Board management in general.

He said it was vital to have a clear work plan and road map in order achieve certain targets so that Vihiga does not lose the KUSP facility. He then invited the Board Chair to give his remarks.

2. CHAIRMAN'S REMARKS

The Chair highlighted the various challenges facing the Board i.e :

- Lack of office space
- Lack of secretariat
- Number of meetings

- Resignation of the acting Manager
- Communication between the Executive and the Board.
- Lack of Bench marking and training
- Lack of information concerning budgets
- Issues surrounding Dr. Amayi's co-option
- Being in the dark regarding KUSP projects status

5. RESIGNATION OF MUNICIPAL MANAGER

The acting manager confirmed that he had written a resignation letter but had offered to deal with the World Bank assessment at hand.

He attributed his resignation to challenges with Board members related to the number of authorized meetings, transport allowances and the heavy work load having to do everything single handedly.

The meeting confirmed that the 4 meetings recommended by SRC were in order though the window to have special meetings convened by at least 1/3 of the board members was open. Special meetings could be convened without limit so long as the agendas are justified. Furthermore the option of organizing workshops to deal with institutional and capacity building could help to reduce the need for numerous Board meetings.

On issues regarding interpretation of the law, finances and the SRC circular, the manager was advised to consult with legal authorities in order to make informed decisions. At this point a member observed that there was a problem of attitude and perception whereby the Board members were viewed to be extravagant and on a money making mission. He did not understand whether the Board was regarded as rivals or complementary to the Government. Discussions around facilitation of air tickets e.t.c. for Board meetings was fruitful to the effect that air tickets could be provided for duty as is the case with the Econ. Forum and other Boards.

Members raised the perennial issue of lack of facilitation whereby H.E. ruled that the Municipal Board should not be victim of non-surrender of impresses by individuals in the department. Any such financial bottlenecks should be raised and resolved at cabinet. He confirmed that cabinet had approved and allocated kshs. 10 million for use by the Board.

13. SECONDED STAFF

The C.E.C.M. outlined an exercise that had been undertaken to source staff from within the executive. He said that the exercise was difficult and produced a sample of a letter which indicated that staff, 4 in number, had simply been given additional duties to serve on the Municipal Board as opposed to actual secondment. These were:

- Internal auditor
- Social impact environmentalist
- Economic planner
- Accountant

H.E. the Governor assured members that a team of interim technical staff would be seconded and be in place within a week as the Board prepares to advertise for staff that will be engaged on a full time basis. He then sought views from members regarding the vacancy of the acting Municipal Manager's position. A member pointed out that the replacement of an acting manager was at the discretion of the Governor. This view was supported by the member later in the meeting with reference to the Vihiga Municipal Charter, article 6.7.1. which was read as follows: " when the Municipal Manager is temporarily disabled from acting as Municipal Manager, or when the office becomes vacant, the County Governor shall appoint a qualified person as acting Municipal Manager." 6.7.2. " The County Governor shall inform the C.P.S.B. of such appointment within 7 days."

The meeting noted the need to gazette the Vihiga Municipal Charter as required by law albeit with required amendments.

6. PROJECTS STATUS

The Chief Officer explained the role of the **County Projects Coordination Team (C.P.C.T)** which she headed and had worked with from even before inauguration of the Board and with which she will prepare reports on the status of projects. She, however, listed KUSP projects that had been advertised and tendered as follows:

- I. 1 garbage compacting truck / 10 applicants / awarded to ISUZU E.A.
- II. 1 10 tonne exhauster / 11 applicants / awarded to ISUZU E.A.
- III. 1 10 tonne skip loader / awarded to ISUZU E.A.
- IV. Fabrication & installation of garbage bins
- V. Environment and Social Impact / awarded to Chomas Consultants.
- VI. High mast floodlights
- VII. Beautification
- VIII. Fire Hydrant

The meeting learnt that, at the moment, without a secretariat, the department had to engage county engineers and staff to supervise implementation of projects. Once the Board recruits relevant staff, the Board will be represented on the procurement and implementation of projects and programs.

7. APPROVAL OF WASTE MANAGEMENT POLICY, COLLECTION & DISPOSAL PLAN.

After presentation of Waste management policy, Collection and Disposal plan by the Municipal Manager to the board, Board members resolved to adopt the Waste Management Policy, Collection & Disposal Plan.

12. OFFICE SPACE

A report that 3 floors of Queen's Arcade had been reserved for hire by the Vihiga C.P.S.B. was dismissed as impossible since the C.P.S.B. neither had the funds nor the technical capacity to hire any office premises at the moment. H.E. the Governor assured the Board that the C.P.S.B. should not hinder the Municipal Board from making a decision.

With the H.R. committee having already visited and approved QUEEN'S ARCADE the Board members resolved to instruct the department to procure both wings (A & B) of the 1st floor of QUEEN'S ARCADE with immediate effect.

H.E. the Governor confirmed that the Urban Institutional Grant (U.I.G.) is on its way for capacity building. He discussed a plan to upgrade the Kaimosi Complex and Luanda Town to Municipality status. Meanwhile he advised that agendas:

- 8 – Communication
- 9 – Bench marking / Board training
- 10 – Budget / Money matters
- 11 – Meetings

Should be items to be discussed at a 3 day workshop which the Chief Officer should organize in consultation with the H.R. committee. He advised that the 3 day workshop should emphasize coming up with a work plan that should cover the remaining period of the current financial year and stretch up to the end of June 2020. Members agreed that the workshop should convene on Sunday 2nd June and cover 3 days up to and including Wednesday 5th June 2019. It was suggested that the workshop would adopt the agenda earlier proposed by the manager and formulate the Work Plan.

Before excusing themselves from the meeting H.E. the Governor explained that he would handle agenda no. 11 (Dr. Amayi's cooption) alongside the exercise of seconding professionals to the Board.

3. PREVIOUS MINUTES

The Board Secretary read the minutes of 25th April 2019. The minutes were proposed by Seth Ambale and seconded by Carol Andahi.

4. MATTERS ARISING

N/A

EMMERGING ISSUES

a. ASSESSMENT

Members noted with appreciation the huge effort and immense knowledge demonstrated by the outgoing Municipal Manager and that his services will continue to be valuable to the Board. The C.E.C.M. hinted that his option to delegate an alternate member to the Board may result in Kuria's continued service to the Board.

Whilst meeting with the consultants that had been sent from the Urban Development Department (U.D.D.) the C.O., Manager and the C.P.C.T. had to elaborate issues related to : laws, offices, capacities, tracking, staffing, minutes on the website, notices for public participation on the website, plans etc. A main challenge was to align the County Urban Institutional Development Strategy (CUIDS) with the CIDP.

The Manager confirmed that he had received the County Environment Policy on Solid Waste Management from the C.E.C.M. Water, Environment & Energy. This document was extremely vital for the assessment. He also took the consultants to view our newly installed and unique GIS lab which also scored greatly for the assessment.

Members learnt that the first assessment (coupled with training) was done earlier in Kisumu mainly to confirm whether we had an Investment Development Plan (IDeP), spatial data and appropriate procurement structures.

The recent assessment was the 2nd. Assessment for funding is yet to come, whereby the Board will need to do early preparation.

b. U.N. HABITAT ASSEMBLY

This is an organization which has developed from the initial ALGAK and plugs into :

- i. Safer cities (globally)
- ii. United Cities and Local Government Authorities which deal with :
 - Infrastructure

- Environment / garbage

A member recommended that Vihiga Municipal Board considers joining the ASSEMBLY

c. COUNTY ASSEMBLY

Members learnt of an invitation by the Vihiga County Assembly which had not been received and therefore had not been honored. This has raised concern amongst Municipality MCAs at the County Assembly.

d. PROJECTS

The C.E.C.M. pledged that the Board will prioritize collectively on the projects that will be brought by the consultant once his report on the urban upgrading and beautification is complete. He also assured members that if there were projects planned and approved but were left out due to fund limitations; those projects will be prioritized in the next tranche.


e. LAND

Members learnt that most of the land in the Municipality is freehold and that plans are made on private land. Land banking should therefore be top on the Board's Agenda.

Land formerly belonging to defunct coffee ginneries should be investigated with a view to acquiring it for public use.

The meeting ended at 4 pm with prayer from Mwanaidi Abdi.

Signed

 - Ezy. Amadi

CHAIRMAN

Signed

SECRETARY