



County Government of Kiambu

Kiambu Municipality

**MINUTES OF KIAMBU MUNICIPALITY BOARD MEETING HELD ON 29.09.2020 AT KIAMBU MUNICIPALITY OFFICES**

**MEMBERS PRESENT**

<u>NAME OF ATTENDANT</u>	<u>INSTITUTION/DESIGNATION</u>
1. Mr. Thomas Kimari Kamau	Municipal Board Chairman
2. Mr. Joshua Muthee	Municipal Manager – Board secretary
3. Mr. Paul Gituku	Municipal Board Member
4. Dr Thinguri Warwathe	Municipal Board Member
5. Mr. Martin Kangiri	CECM Representative /KUSP Coordinator
6. Grace Mwangi	Environment Officer

The meeting started at 10:34Hrs with a word of prayer from Mr. Paul Gituku

## Introduction

Meeting started at 12:27 pm and the chairman welcomed members present and thanked them for full participation in the meeting. He noted that this was the 4<sup>th</sup> Quarter meeting and noted full compliance with UACA and the WB Program Operation manual in regards to meeting attendance.

The chairman also stated that there have been changes in the board: Apart from one member who resigned; three out of 4 members that exited the board had their membership to the board terminated by the Governor. The board is now comprised of three members and an ex officio member who is the municipal manager/secretary to the board as well as the CECM-Urban and CO-Urban.

The Chairman requested the Secretary to introduce the agenda for the day as per the meeting notice dated 22 Sep 2020.

The agenda was listed as follows:

1. Confirmation of Previous Meeting Minutes
2. Update of 2018/19-2019/2020
3. Kiambu Municipality Staffing and Procurement
4. AOB

The chairman then requested the Municipal manager to read the minutes of the previous meeting held on 28/05/2020

### Agenda 01/29/09/2020: Confirmation of Previous Meeting Minutes and Matters Arising

Minutes of the previous meeting were proposed by Mr. Paul Gituku and seconded by Thomas Kimari (Chairman).

### Matters Arising

#### 1. Agenda 01/29/09/2020.1:

Dr. Warwathe stated that Kiambu Municipality Budget was to be incorporated in the 2020/21 Annual Development Plan .However, the Governor has no objection to the municipality having a Strategic Plan .Therefore ,the board should follow up with CECM-LHPPMAUD for the incorporation of Kiambu Municipality Budget into the same county budget.

Dr. Warwathe and the manager were tasked by the board to come up with a strategic plan and make sure that the board ratifies before being forwarded to the cabinet and county assembly.

Agenda 02/29/09/2020: Update on 2018-2019/2019-2020 KUSP Projects.

Mr. Paul Gituku (Chair –M&E Committee) and the manager shared the summary report of 2018/2019 KUSP Projects .Kiambu Bypass Road was noted to have been at 85 percent progress and the contractor was encouraged to apply for substantial completion before any payment of IPC.

The Chairman asked the manager to work with the Sub county Administrator to get rid of the mechanics that are repairing vehicles on the newly constructed road as well as urging the contractor to finish the 15 % of the works in a short period of time.

The manager reported on the 2019/2020 KUSP Projects which have already commence.

Ndumberi- Gatitu Road is a 5% with Stripping of the road complete .Earthworks are to start after relocations work .Contractor has been instructed to undertake relocations works.

Upgrading of Riabai Shopping Center Roads to Bituminous Standards is at 8 % progress with Earthworks ongoing with 1.5 KM of the road not being affected by relocation of services.

Chairman also raised an issue with relocation of services –specifically relocation of power poles where it was reported the municipal engineer-Mr. Samwel Rono had requested for revision of the KPLC quotation downwards.

The board resolved that quotations from third parties that relate to the works should be paid as it is and no alteration should be made after an initial quotation is received.

The manager also reported on 2020/21 KUSP Projects which are yet to be advertised except the Indian Bazaar Road which has already been advertised .It was noted that the municipal engineer –Mr. Samwel Rono was part of the tender opening committee and should therefore not be part of the evaluation committee of the same project.

Agenda 3/29/09/2020: Kiambu Municipality Staffing and Procurement.

It was reported the County Government is aware of the shortage of staff and lack of independent procurement procedures that the municipality is experiencing.

Dr. Warwathe stated that the county government is evaluating the capacity of municipality to absorb and fully utilize staff that are to be deployed to the municipality.

Agenda 4/29/09/2020 AOB

The manager was asked to forward the list of allowances to the CECM so that the members who have exited the board can be paid their dues.

The chairman had also asked the non-performing companies in the current KUSP projects should be blacklisted from procurement and not be awarded contracts in the future upon evaluation.

Closing Remarks

There being no other business, the meeting ended at 2:20 pm with a word of prayer from Mr. William Wabiru-KUSP Economist.

**Prepared By:**

Name:


Joshua Muthee,  
Secretary,

Signature:  Date.....2/10/2020.....

**Confirmed By:**

Name:

Thomas Kimari Kamau,  
Chairman-Kiambu Municipal Board

Signature:  Date: ...1/10/2020.....