



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
DEPARTMENT OF LANDS, PHYSICAL PLANNING,
HOUSING AND URBAN DEVELOPMENT
ENGINEER MUNICIPALITY



**MINUTES OF THE SPECIAL FULL BOARD MEETING HELD ON 19TH - 21ST FEBRUARY 2025
AT BURAHA ZENONI, NAKURU.**

MEMBERS PRESENT

- | | | |
|-----------------------------|---|------------------------|
| 1. Ms. Tabitha Wambui | - | Chairperson |
| 2. Mr. Samuel Kimani | - | Vice Chairperson |
| 3. Hon Stephen Kinyanjui KK | - | Member (CECM- LPPHUD) |
| 4. Ms. Gachiku Jullie | - | Member |
| 5. Mr. David Kinyanjui | - | Member |
| 6. Mr. Daniel K. G. Ruara | - | Member |
| 7. Ms. Mary W. Gitau | - | Member |
| 8. Mr. Martin M. Kamau | - | Member |
| 9. Ms. Josphine Muiru | - | Member (CO – H&UD) |
| 10. Ms. Njoki Gatuhi | - | Secretary to the Board |

In- attendance

- | | | |
|------------------------|---|-------------------------|
| 1. Ms. Muturi Miriam | - | Municipal Administrator |
| 2. Frank Kanja Muchina | - | County Secretary |

AGENDA

1. Prayer
2. Welcome and Introduction Remarks
3. Presentation and adoption of Municipality Policies and Plans.
4. Any Other Business

The meeting was called to order by the Chairperson at 10.00 a.m. and opened with a word of prayer led by Ms. Mary Gitau

Min. 01/02 /2025 INTRODUCTION REMARKS BY THE CHAIRPERSON

The chairperson welcomed all to the meeting and having confirmed that the meeting had the requisite quorum, the agenda of the meeting was adopted as presented.

She reminded members that the meeting was convened to deliberate, review and adopt the Municipality's Policies and Plans that had been discussed and recommended for adoption by respective Board committees. The Chair commended all the teams who participated in the development of the polices and applauded the departmental heads for their leadership in the exercise.

The documents duly completed and presented to the Board for adoption included:

- i) Municipal Grievance Redress Mechanism (GRM) System
- ii) Gender Inclusion & Participation Framework
- iii) Asset Management Policy, Asset Register & Maintenance Plan
- iv) Urban Climate Risk Profile Framework
- v) Private Sector Engagement Framework & Diagnostic Tool
- vi) Urban Solid Waste Management Policy and Management Plan
- vii) Risk Management Policy
- viii) Municipal Investment Plan & Pre-Feasibility Study
- ix) Integrated Development Plan (IDeP) (2025 – 2030)
- x) The Integrated Strategic Urban Development Plan (ISUDP) (2025 – 2035)

Min. 02/02//2025 Resolutions on Policy Documents presented by the Finance, Administration, and Gender Mainstreaming Committee

a) Municipal Grievance Redress Mechanism (GRM) System

The Chairperson for Finance, Administration and Gender Mainstreaming Committee presented the Municipal Grievance Redress Mechanism (GRM) System for adoption.

The Board appreciated the Municipal GRM System noting that it will provide citizens with an accessible way to file grievances; ensure that grievances are handled in a fair, transparent, and timely manner; enhance citizen satisfaction by improving service delivery and community engagement; and, ensure transparency and accountability in Municipality operations.

Members discussed through the document and proposed amendments which were incorporated in the document.

Resolution

By a unanimous vote, the Engineer Municipality Grievance Redress Mechanism (GRM) System was adopted by the Board.

c) Gender Inclusion & Participation Framework

The Chairperson for Finance, Administration, and Gender Mainstreaming Committee informed members that the framework was customized from the National framework. Members read through the first Chapters of the document and noted that the document had issues not agreeing with the Municipality namely;

- i) The document contains a lot of information relating to Ol'Kalou Municipality e.g. Name of Board Chairperson where used, Municipality wards shown are for Ol'Kalou, raising the probability that the ensuing information is Ol'Kalou based.
- ii) The numbers featured in population tables contradict with the figures contained in other Engineer Municipality strategic documents e.g. ISUDP
- iii) Statistics given in several parts of the document are for the entire county and not specific to the Municipality
- iv) Members felt that the status of gender and poverty levels are not the correct representation of the Municipality.

Resolution

Members unanimously adopted the policy subject to incorporation of the corrections and amendments by 24th February 2026 before submission to the Cabinet for approval.

c) Asset Management Policy, Asset Register & Maintenance Plan

The Chairperson for Finance, Administration and Gender Mainstreaming Committee presented the Municipal Asset Management Policy. Members deliberated on the contents of the document and proposed amendments which were incorporated into the document.

The Asset Register was reviewed to contain only assets that belong and would belong to the Municipality. After deliberations on the documents, it unanimously resolved that;

Resolution:

The Engineer Municipality Asset Management Policy, was unanimously adopted by the Board.

Min. 03/02/2026 Resolutions on Policy Documents Presented by the Environment, Trade, Social Safeguards and Tourism Committee.

a) Urban Climate Risk Profile Framework

The Chairperson of Environment, Trade, Social Safeguards and Tourism Committee presented the Municipal Climate Risk Profile Framework. Members discussed through the five (5) chapters of the framework and acknowledged that the document was comprehensive with minimal amendments which were incorporated in the document.

Resolution:

The Engineer Municipality Urban Climate Risk Profile Framework was adopted by the Board through a unanimous vote.

c) Private Sector Engagement Framework & Diagnostic Tool

- The Environment, Trade, Social Safeguards and Tourism Committee had recommended that the Private Sector Engagement Framework be adopted by the Board subject to its proper formatting and alignment of figures and diagrams.

- **Urban Diagnostic Tool**

The Diagnostic tool was developed based on a framework shared from the National Government. Members were informed that the diagnostics were derived from the public dialogues. The members deliberated and resolved that the diagnostic tool was satisfactory

Resolution

Board members adopted the Engineer Municipality Private Sector Engagement Framework and diagnostic tool through a unanimous vote.

e) Urban Solid Waste Management Policy and Management Plan.

Presented by Chairperson for Environment, Trade, Social Safeguards and Tourism Committee, Board members were taken through the policy document with emphasis to the implementation plan/matrix which contained the objectives, strategies, broad activities, actors, timelines and approximate budgets.

Resolution

Members unanimously adopted the Engineer Municipality Urban Solid Waste Management Policy and Management Plan

Min. 04/02/2026 Resolution on Policy Documents presented by the Audit Committee

a) Risk Management Policy

The Chairperson of Audit Committee brought the Risk Management Policy before the Board for adoption as recommended by the Audit Committee. The document covered among others; The purpose and objectives, and scope of the policy; legal framework; Risk Management Principles; Risk Governance Structure; Risk Management Process; and, Policy Actions on Risk Management. Members appreciated that that the document was comprehensive attracting minimal corrections. After deliberations the resolved that the policy be adopted.

Resolution

The Board unanimously adopted the policy as the Engineer Municipality Risk Management Policy.

Min. 05/02/2026 Resolutions on Policy Documents presented by the Infrastructure and Planning Committee

a) Municipal Investment Plan & Pre-Feasibility Study

- **Municipal Investment Plan**

The Chair for Infrastructure and Planning Committee presented the Municipal Investment Plan. The document was developed in accordance with a guideline provided by KUSP II technical team. The Investment Plan is specific to the Cabro project in Engineer town and its BOQ was also specific to the available UDG funds.

Members also scrutinized the designs of the Cabro project and were satisfied that the designs are adequately responsive to efficient storm water flow into the drainage channels; and, vehicle and human movement.

It was agreed that in case the Board receives extra funds from the donor or from other sources the Board will develop another or other Investments plan/s.

Resolution

It was unanimously agreed that the Engineer Municipal Investment Plan be adopted by the Board as presented.

- **Pre-Feasibility Study**

Resolution

A pre- feasibility study undertaken for the project was also discussed. The document was accepted and adopted topographic survey annexures to be included.

b) Integrated Development Plan (IDEP)

The Chairperson for Infrastructure and Planning presented the IDEP as recommended by the Committee. Members were informed that IDEP is the financial aspect of ISUDP since it gives the monetary costing of the programmes contained in the ISUDP.

IDeP will run for a period of 5 years from 2025 to 2030 and a mid-term review will be undertaken in the third year.

There shall be quarterly reporting and annual progress reporting in the provided templates. The progress reporting shall be derived from the implementation matrix.

Resolution

There being no objection, the Engineer Municipal Integrated Development Plan (IDEP) was adopted by the Board.

b) Integrated Strategic Urban Development Plan (ISUDP)

Chairperson for Infrastructure and Planning presented the Municipal ISUDP a plan that will run for a period 10 years from 2025 to 2035. Members discussed and appreciated the plan whose objectives are to;

- i) Facilitate infrastructure development
- ii) Analyze demographic Dynamics
- iii) Address Environmental Concerns
- iv) Unlock Development Potential.
- v) Guide Development and Investments.
- vi) Optimize land use.
- vii) Enhance Safety and Security
- viii) Encourage Innovative Urban design
- ix) Safeguard Cultural Heritage
- x) Develop implementation and Monitoring Frameworks

They deliberated in details the plan's strategic projects namely; Water & Sewer Infrastructure, Transport, Electricity, Manufacturing, Commerce, Tourism, Relocation of County Offices Green Spaces, and Capacity Building.

Resolution;

Members of the Board were agreeable with the contents of the document and unanimously adopted the Engineer Municipality Integrated Strategic Urban Development Plan (ISUDP).

Min. 06/02/2026 Nyandarua County Government Urban Area Financing Policy and Proposed Nyandarua County Urban Areas Financing Bill, 2025

Members were informed that the two documents will be developed for use by the entire County. The Board was therefore supposed to adopt the proposal to prepare the two documents by the County noting that the proposed documents will be presented to the county assembly for it to be subjected to the other stages of bill development. After which the Board will now adopt the two documents after finalization by the County Assembly

Resolution

The Board adopted the proposal to prepare Nyandarua County Government Urban Area Financing Policy and Proposed Nyandarua County Urban Areas Financing Bill, 2025.

Min. 07/02/2026 Any Other Business

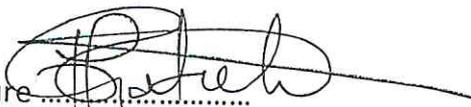
1. Quarter 3 Board meeting to be held at the end of March 2026.

There being no other business the meeting was closed at 3.30 p.m. -

Confirmed by:

T. NJOKI GATUHI.

Secretary

Signature 
Date 24/02/2026

Engineer Municipal Board

Chairperson

**Tabitha
Wambui**

Digitally signed by Tabitha Wambui
DN: cn=Tabitha Wambui, gn=Tabitha Wambui, c=Kenya, l=KE, o=Nyandarua, ou=EMEB, e=tabitha.karuhi@gmail.com
Reason: I am the author of this document
Location:
Date: 2026-03-05 12:01+03:00

