



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.

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 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.

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=EMB, e=tabitha.karuhi@gmail.com
Reason: I am the author of this document
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