

**MINUTES OF MBOONI NG-CDFC MEETING HELD ON 27/11/2018 AT NG-CDF
OFFICE BOARD ROOM MBUMBUNI.**

MEMBERS PRESENT

- | | | |
|--------------------|---|-----------|
| 1. Joshua Mbondo | - | Chairman |
| 2. Paul Kimilu | - | FAM |
| 3. Benson Mutuku | - | Secretary |
| 4. Peter Sila | - | Member |
| 5. Rebecca Muli | - | " |
| 6. Virginia Mwendu | - | " |
| 7. Peter Maingi | - | " |
| 8. Samson Mbithuka | - | " |
| 9. Winfred Mutungi | - | " |

AGENDA.

1. Preliminaries
2. Remarks from the chairman
3. Mechanical engineer report
4. AIE/ Funds balances FY:2017/18
5. Funds re-allocation/ change of activity
6. Projects proposals FY:2018/2019
7. Ongoing Projects
8. A.O.B

MIN: 36/27/11/2018: PRELIMINARIES

The chairman called the meeting into order at 9:35 am and a word of prayer from Madam Rebecca Muli. He welcomed members to the meeting and asked them to be free in the day's deliberations.

MIN: 37/27/11/2018: MECHANICAL ENGINEER REPORT

- i. Grader GKA 961T

Fund Manager informed members on the state of the constituency grader that has stalled. Mechanical engineer inspected and gave out a report and recommendations. It is subject to repair at **Ksh.1, 600,000.00** and the parts to be repaired were listed in the report.



Members agreed to service the grader from the administration vote head. This should be done before end of the year 2018.

- ii. Land Rover GKA 132V, Caravan

This vehicle is at Machakos garage and has an estimated repair cost of **Ksh.640, 000.00**. The engineer recommended the vehicle to be disposed.

Fund Manager advised members to seek approval from NG-CDF Board to dispose the vehicle.

MIN: 38/27/11/2018: AIE/ FUNDS BALANCE FY: 2017/2018

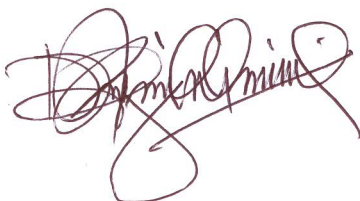
The balances for FY: 2017/18 **Ksh.52, 784,483.15** was released to the constituency account. The funds will be appropriated as below.

- 1. Administration and recurrent expenditure
 - i. Employees salaries - 393,6000.00
 - ii. Goods and services - 1,497,779.30
 - iii. Committee expenses - 1,000,000.00
- 2. M&E
 - i. Goods and services - 454,310.30
 - ii. Committee expenses - 1,000,000.00
 - iii. Capacity building - 1,341,379.32
- 3. Emergency - 568,963.51
- 4. Bursaries - 15,954,586.52
- 5. Projects

i. Primary Schools-17,536,206.89

S/No.	Project Name	Activity	Amount
1.	Thwake Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
2.	Syongungi Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
3.	Kaketi Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
4.	Ndauni Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
5.	Maviani Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
6.	Nduluku Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows,	600,000.00

		doors & paint	
7.	Sakai Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
8.	Muluti Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
9.	Kiatineni Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
10.	Kakima Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
11.	Mavindu Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
12.	Tututha Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
13.	Nzeveni Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.000
14.	Itulu Pri. School (Mataa)	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
15.	Kyandote Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
16.	Ngai Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
17.	Uma Pri. School	Construction of administration block- Roofing, plaster, floor, windows, doors & paint	800,000.00
18.	Matithini Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
19.	Mukaatini Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
20.	Kithoni Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
21.	Mutembuku Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
22.	Ngiluni Small Home	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	536,206.89
23.	Watuka Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows,	600,000.00




		doors & paint	
24.	Usalala Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
25.	Nгаа Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
26.	Katikomu Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
27.	Kango Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
28.	Nthangathini Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
29.	Uvaani Pri. School	Renovation of 4 classrooms- Roofing, plaster, floor, windows, doors & paint	600,000.00
Total			17,536,206.89

ii. Secondary Schools-7,750,000.00

S/No.	Project Name	Activity	Amount
1.	Muthwani Sec. School	Construction of Dormitory-walling, roofing,plaster,doors,windows & paint	2,500,000.00
2.	Mbukoni Sec. School	Construction of Laboratory- walling, roofing, plaster, doors,windows & paint	2,000,000.00
3.	Utumoni Sec. School	Construction of Laboratory- Plaster,paint	500,000.00
4.	Nгаа Sec. School	Construction of Laboratory- Plaster,paint	500,000.00
5.	Uvuu Sec. School	Construction of 2 classrooms- foundation, walling, roofing, plaster,doors,windows & paint	1,500,000.00
6.	Kathamba Sec. School	Construction of 1 classrooms- foundation, walling, roofing, plaster,doors,windows & paint	750,000.00
Total			7,750,000.00

iii. Security-3,754,605.00

S/No.	Project Name	Activity	Amount
1.	Kathulumbi ACC Office	Construction of Office-Foundation,walling	1,000,000.00
2.	Miau Ass. Chiefs Office	Construction of Office-Foundation,walling	700,000.00
3.	Kako Acc Residence	Construction of Toilet(Kshs. 200,000.00), Fencing (Kshs. 154,605.00) barbed and wooden posts..	354,605.00
4.	Kiteta Chiefs Office	Construction of Office-Foundation,walling	700,000.00
5.	Nzeveni AP Line	Construction of Office-Foundation,walling	1,000,000.00
Total			3,754,605.00

iv. ICT Innovation Hub-1,169,256.80

S/No.	Project Name	Activity	Amount
	ICT Hub	Installation of satellite antenna, Router, digital access kit, digital ruggedized tablet, Wi-Fi with outdoor wireless device complete with 12U cabinet with installation accessories by Telkom Kenya Ltd.	1,169,256.80
Total			1,169,256.80

Grand Total: 52,420,689.64

Balance of Ksh.500,000.00 from Kalawa Girls Secondary School project will be re-allocated. The undisbursed funds Ksh.2, 000,000.00 was for Wanzauni Chiefs Office Social Hall and Kitundu Chiefs Office Social Hall. Fund Manager will make a follow up with NG-CDF Board.




MIN 39/27/11/2018: FUNDS RE-ALLOCATION/ CHANGE OF ACTIVITIES

The following projects have requested for change of project name and activity;

1. Uma Primary School Ksh.800,000.00-Renovation of classrooms to construction of administration block. The renovation was done by another donor and therefore their priority is to construct administration block.
2. Kitondo Primary School Ksh.500,000.00- Renovation of classrooms to construction of new classrooms. The public works technical report indicated that the classrooms are beyond renovations and therefore the school requires to construct new classrooms.
3. Ndituni Assistant Chiefs Office Ksh.700,000.00-change of project name from Ndituni Assistant Chiefs Office to Kiteta Chiefs Office. Kiteta locational committee agreed to construct a chiefs office instead of an assistant chiefs office. Their priority was to build a chiefs office to serve them better in terms of security and service delivery.
4. Nthangathini Assistant Chiefs Office Ksh.700,000.00- change of project name from Nthangathini Assistant Chiefs Office to Miau Assistant Chiefs Office. The community agreed for the office to be constructed at Nthangathini to serve Miau sub location, therefore the name should be Miau Assistant Chiefs Office.

Members made resolution to request the board to approve the requested changes.

MIN: 40/27/11/2018: PROJECT PROPOSALS FY: 2018/19

Fund Manager took members through the allocation list and guidelines from NG-CDF Board. The constituency allocation is Ksh.109,040,875.52.

1. Statutory Allocation	
i. Emergency 5%	- 5,738,993.45
ii. Administration/ Recurrent 6%	- 6,542,452.53
iii. Sports 2%	- 2,180,817.51
iv. M & E 3%	- 3,271,226.27
v. Bursary 25%	- 30,789,538.52
Total	<u>48,523,028.28</u>

Members agreed to omit the environmental projects because the rains have already started and the funds will be available during dry season.

Funds available for Projects is Ksh.60,517,847.24



Members agreed to give first priority to the ongoing projects funded last financial year and with balances as follows;

S/No.	PROJECT NAME	ACTIVITY	BALANCE
1.	Nthilani Primary	Construction of classroom	150,000
2.	Kako special School	Construction of Dormitory	2,300,000
3.	Manzuvi Primary	Construction of classroom	150,000
4.	TAC Hall	Renovation of Hall	600,000
5.	Utangwa Secondary	Construction of Dormitory	1,000,000
6.	Kathulumbi ACCs Office	Construction of Office	1,500,000
7.	Miau Assnt. Chiefs	Construction of Office	800,000
8.	Kiteta Chiefs Office	Construction of Office	1,800,000
9.	Wanzauni Chiefs Office	Construction of Office	1,500,000
10.	Kyuu chiefs Office	Construction of Office	1,500,000
11.	Wanzauni Chiefs Offc S/H	Construction of Social Hall	4,000,000
12.	Kitundu Chiefs Offc S/H	Construction of Social Hall	4,000,000
13.	Nzeveni AP Line	Construction of AP Line	1,000,000
Total			20,300,000

Members resolved to review the bill of quantities with advice from the public works officer for the following projects and came up with the new rates as below ;

- i. **Construction of new classroom** - **Ksh.850,000.00**
- ii. **Renovation of 4 classrooms** - **Ksh.800,000.00**

Members deliberated further and agreed to fund the following projects;

S/No.	PROJECT NAME	ACTIVITY	AMOUNT
1.	Nthilani Primary School	Construction of classroom	850,000.00
2.	Kako Primary School	Renovation of 1 classroom	200,000.00




3.	Tawa ICT Hub	Installation of ICT Hub	1,169,256.80
4.	Mbooni Resource Centre	Construction of a resource centre	4,000,000.00
5.	Kenya Medical Training College	Construction of Guard House Ksh.439,990, Fencing & Main Gate Ksh.3,000,000, Power House Ksh.1,800,000, Generator Ksh.1,164,060, Pit Latrines Ksh.1,000,000, Reading Tables Ksh.2,722,984, Water Connection Ksh.386,865, 3 Water Tanks Ksh.300,000, Office Furniture, 2 Executive Chairs Ksh.136,000, 2 Executive Tables Ksh.130,000, 6 Executive Cabinets Ksh.79,500, 2 Safes Ksh.136,000, 10 Visitors Chairs Ksh.40,269, Computer & Accessories. Ksh.85,600, Secretary Table Ksh.48,500, Secretary Chair Ksh.18,500, Photocopier Ksh.450,000, Printer Ksh.48,500, Notice Board Ksh.12,000, TV Set ksh.48,500, Board Table Ksh.150,000, 8 Board Chairs Ksh.68,000, 10 Laboratory Chairs Ksh.4,000	12,269,268.00
6.	DCCs Office Mbooni West	Construction of 2 steel Gates and Fencing-Quarry stones, barbed wire & chain link	500,000.00
Total			21,988,524.80

Members agreed to balance the distribution of the funding across the six wards of the constituency. They came up with the following projects per ward;

Kalawa Ward

S/No.	PROJECT NAME	ACTIVITY	AMOUNT
1.	Ngungi Primary School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00
2.	Ngunini Primary School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00
3.	Nduundune Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00

Kithungo/ Kitundu Ward

S/No.	PROJECT NAME	ACTIVITY	AMOUNT
1.	Kilyungi Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00
2.	Kavumbu Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00
3.	Kithangaini Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00
4.	Syathani Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00
5.	Nzueni Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00

Mbooni Ward

S/No.	PROJECT NAME	ACTIVITY	AMOUNT
1.	Ukala Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00
2.	Mary Goreti Pri. School	Construction of classroom-Foundation, walling, roofing, plaster, floor, doors, windows & paint	850,000.00
3.	Mbooni AIC Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00

Kisau/ Kiteta Ward

S/No.	PROJECT NAME	ACTIVITY	AMOUNT
1.	Kitondo Pri. School	Additional Funds for construction of classroom-Foundation, walling, roofing, plaster, floor, doors, windows & paint	350,000.00
2.	Mwende Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00

3.	Kithuia Pri. School	Construction of classroom-Foundation, walling, roofing, plaster, floor, doors, windows & paint	850,000.00
4.	Kithangathini Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	659,773.64
5.	Song'eni Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00

Tulimani Ward

S/No.	PROJECT NAME	ACTIVITY	AMOUNT
1.	Kango Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00
2.	Musoa Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00
3.	Wambuli Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00
4.	Wanzauni Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00
5.	Tututha Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00

Kako/ Waia Ward

S/No.	PROJECT NAME	ACTIVITY	AMOUNT
1.	Miau Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00
2.	Kilungu Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00
3.	Kathamba Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00
4.	Kikuswi Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00
5.	Nthaatwa Pri. School	Renovation of 4 classrooms-Roofing, plaster, floor, windows, doors & paint	800,000.00




Members also considered funding of the following toilets;

S/No.	PROJECT NAME	ACTIVITY	AMOUNT
1.	Wanzauni Chiefs Office	Construction of a 2 door and urinal toilet-Pit digging, walling, roofing, plaster, floor, doors, windows & paint	259,773.64
2.	Mataa Chiefs Office	Construction of a 2 door and urinal toilet-Pit digging, walling, roofing, plaster, floor, doors, windows & paint	259,773.64
3.	Nduluku Pri. School	Construction of a 2 door and urinal toilet-Pit digging, walling, roofing, plaster, floor, doors, windows & paint	259,773.64

Members agreed to propose funding of the following projects as a matter of priority;

1. Mary Goreti Primary School

The school has six classrooms and they require more. They require additional classrooms as a matter of priority to avoid pupils learning under the trees next year.

2. Kithuia Primary School

The school is young upto standard three and has only three classrooms funded by CDF. They require fourth classroom to accommodate pupils who will be joining standard four next year. If the school is not funded the pupils will learn outside under trees

3. Kithangaini Primary School

The school is under pathetic condition. The classrooms do not have doors and windows. The classrooms require plaster and flooring. The department of public health has visited the school and issued a warning letter to the school to either renovate the school or it will be closed down because the pupils are infected with jiggers.

4. Mbooni Resource Centre

The project will be implemented at Kikima in Mbooni West sub-county. The objective of the project is to promote social development and a site for the implementation of the constituency innovation hubs-ICT. The ICT Hubs implementation program is a requirement by the board and therefore this project will facilitate and promote the development.



The following projects were left out due to lack of funds;

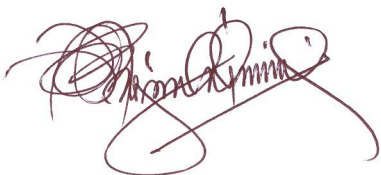
1. Mulooni Secondary School - Construction of Laboratory
2. Mukimwani Secondary School - Construction of Staff quarters
3. Kithungo Secondary School - Construction of Dining Hall
4. Kalawa Social Hall - Completion of Hall And Toilet Construction

MIN: 40/27/11/2018: ONGOING PROJECTS

Members deliberated on the matter and observed that all the ongoing projects were many with an estimated cost of **Ksh.119,356,157.00**. The committee was able to fund projects totaling to **Ksh.60,517,847.25**. The funding of the ongoing projects is fairly distributed within the six Wards of Mbooni Constituency. Due to constraints of funds all ongoing projects could not be funded within this financial year. However Mbooni NG-CDF committee is committed to fund the remaining ongoing projects in the next Financial years as follows; FY 2019/20 Ksh. 35,000,000 and FY 2020/21 Ksh. 23,838,309.75.

MIN: 41/27/11/2018: AOB

- Members mandated the Fund Manager to facilitate the payment for Locational Bursary committees.
- Members will be briefed on what goes on in different projects so that they can be conversant with the ongoing projects when they go for Monitoring & Evaluation.
- The Bursary sub-committee is scheduled to have a Capacity building exercise.
- Members agreed to sample some secondary schools to monitor how bursary awarding was done and asses the efficiency.
- The Accounts Assistant Mr. Joseph Musembi Mutuku resigned from duty and therefore the Office currently has no Accounts Assistant.
- The committee needs to do appraisal on the year's Performance on project
- implementation.



There being no other business the meeting ended at 3:20pm with a word of prayer by Rabecca Muli.

Minutes prepared by:

Benson Mutuku: *Rabecca*Date *29/11/2018*

MBOONI NG-CDFC SECRETARY.

Minutes Confirmed by:

Joshua Mbondo: *Joshua Mbondo*Date *29.11.2018*

MBOONI NG-CDFC CHAIRMAN.



Joshua Mbondo

Rabecca