

20th Sept 2016

**To
General Manager,
Tweed Shire Council and,
Tweed Kenya Mentoring Program Committee.**

Dear Troy,

RE: July to September 2016 PMP TKMP Report.

1. Introduction

This July-September 2016 offers a summary of PMP TKMP activities for the period. The reporting period was mostly hot and dry, with absolutely high water demand. The dam levels at all the SW sites also dropped significantly in the period.

Summary conduct of planned activities during the period:

2. Technical operation, repairs & maintenance

Filter, tank maintenance/service: In the period 3no manual soaking, cleaning and washing of the filters including SWPs components –tanks, pipes, tap replacement and meter service was carried in July, August and September 2016. The filters were soaked and washed using citric acid and powder soap, and then disinfecting using chlorine powder. The tanks were also washed to remove mud and silt loads -- and were all time dirty from dam silt/mud loads, and high clean water demand.

Water Pumps: The project pumps received full service involving carburetor wash and service, plugs and oil change.

Operator training: Routine regular weekly operator and project supervisions were conducted through out the period. The operators and project committee reps also received follow-up training and support on filter, pump and tanks/pipe operation, cleaning and maintenance, records keeping, banking and reporting. The program also held meeting with operators on 19th July, and 31st Aug 2016. A operator –committee group training has been scheduled for 28-29th September 2016.

Repairs carried out: The following are the repairs and maintenance activities carried out in the period:

Gona Safe water project

- Replaced O-rings.
- Full pump service –plug change, oil change and carburetor wash/service.
- 3no Manual soaking, cleaning, washing and disinfecting filter membranes using citric acid, bleach and chlorine powder.
- 3no Tank wash, system disinfection and chlorination of water.

- Wash pre filter, and regular daily agitation of the filters.
- Operator supervised and re-trained. Gona appointed new operator Mr Zachary Oluodhe starting July 2016 following community complaints about operator rudeness to customers, and late opening and/or early closing of the kiosk than the agreed time.

Tinga Safe Water Project

- Replaced O-rings
- Full pump service –plug change, oil change and carburetor wash
- 3no Manual soaking, cleaning, washing and disinfecting filter membranes using citric acid, bleach and chlorine powder.
- 3no Tank wash, system disinfection and chlorination of water.
- Wash pre filter, and regular daily agitation of the filters.
- Purchase/replacement of damaged water pump suction/delivery line.
- Repairs ---re-fix filter top with superglue, housing, joints and tap replacement
- Operator supervised and trained. Note: Tinga also appointed new operator Mr Movine Otieno to start Oct 2016. He relieves Mr. George Otieno who will continue as TKMP PMP trainee fundi.

Ochilo Safe Water Project

- Replaced o-rings
- Full pump service –plug change, oil change and carburetor wash
- 3no Manual soaking, cleaning, washing and disinfecting filter membranes using citric acid, bleach and chlorine powder.
- 3no Tank wash, system disinfection and chlorination of water.
- Wash pre filter, and regular daily agitation of the filters.
- Operator supervised and trained.

Manyasi Safe Water Project

- Replaced O-rings
- Full pump service –plug change, oil change and carburetor wash
- 3no Manual soaking, cleaning, washing and disinfecting filter membranes using citric acid, bleach and chlorine powder.
- 3no Tank wash, system disinfection and chlorination of water.
- Wash pre filter, and regular daily agitation of the filters.
- Repairs –clean water gate valve replacement, leaking tap gate valve replacement
- Operator supervised and trained.

Fair water price/pricing: Water continued to be sold at KES 2/50 for 20litre jerry can in all the SWP kiosks except for Ochilo primary where the supply continues free to the pupils and teachers. Gona, Tinga and Manyasi have been providing free water to pupils of Obambo, Kubar and LuaLa primary schools.

Project fuel, spares and parts: The projects (other than Ochilo primary safe water project) received clean fuel in the period. This time we had rise in fuel used at the projects due to high water demand – a total of KES 16350/- was used by the projects. The fuel pump price also increased from KES 87/- to KES 97/- per liter.

Status of dam water sources: The period was dry with no rains. The dam levels dropped and the waters receded. The projects had hectic time ensuring the filters were cleaned and unclogged. There are all the signs it will soon start raining.

3. Safe water production and sales records:

Table below depict SWP water production, revenue collected and banked during July to September 2016 period. Volume of water produced and distributed increased at combined total of 413.13m³ for all SWPs. Gona SWP had the highest production/water demand at 248m³ with KES 19220/- total revenue collected, and also had the highest fuel consumption of KES 6060/- (or est. 65.3 liters of fuel used) for the period. The high water production and use was as a result of increased SW demand in the areas, and the dry season. Gona, Tinga and Manyasi projects also distributed water free to school going pupils in the respective areas--Obambo, Kubar and Luaia primary schools.

July to September 2016 SWP water production, revenue collected and banked.

SWPs	Opening Meter 22 nd June 2016	Closing Meter 21 st Sep 2016	Est Total Water Produced (liters) ^{NB*}	Est expected Revenue (KES)	Actual Revenue Collected/Banked (KES) ^{NB**}	60% Maintenance Contribution (KES)	40% Community acct (KES)
Gona	00495	00793	248010.00	26,834.35	19220.00	11532.00	7688.00
Tinga	00104	00174	69200.00	7208.30	5560.00	3336.00	2224.00
Manyasi	00234	00294	57900.00	6181.25	8060.00	4836.00	3224.00
Ochilo ^{NB***}	00059	00097	38020.00	-	-	-	-
Totals			413130.00	40,223.90	32840.00	19704.00	13136.00

NB

1. * Water volume/expected revenue are based on estimate calculation out of difference between opening/closing meter reading/estimate no of jerry cans sold.
2. ** Actual amount collect has also been banked.
3. *** No water sold at Ochilo primary SWP.

4. Community outreach and engagement

Community/committee feedback: TKMP staff participated in SWPs committee/community meetings taking place in the period.

- Gona formally register as self help group on 2nd September 2016, and opened bank account at Kenya Commercial Bank (a/c no. 1199669261) on 9th Sep 2016. The committee met at least twice a month during the quarter. Top in their agenda were group rego/bank account/signatories, group by-laws on bank/banking, operation of SWP and additional sustainable projects for the group (water supply/sales at Obambo market, fish farming at the dam, bee keeping around the dam, tree nursery and vegie farming).

- Tinga held its election on 15th Aug 2016 presided by area chief, and attended by the areas county assembly rep --where a 21-member committee was elected representing the 9 catchment areas¹ schools and livestock keepers to manage SWP and oversee the proposed Tinga Dam rehabilitation. The committee is to be expanded to include livestock users and schools for effective use and management of the dam. Being that Tinga is formally registered the newly elected officials plan to open bank account into which SWP revenue shall be banked.
- Manyasi committee met every week in the period. The group opened bank account at Kenya Commercial Bank (a/c no. 1197986146) on 11th Aug 2016. In the period the group also organized for the removal of silt/mud from the intake area, and dug an intake pit from where water for the SW kiosk will be drawn.
- Ochilo primary school closed for holidays from last week of July to end of August 2016. PTA meeting will be taking place in next quarter. The pupils and teachers at the school had uninterrupted supply of safewater in July and September.

5. Networking/liaison with govt/NGOs and county leaders

In the period TKMP made follow up meeting with Water Resource Management Authority (WRMA) and county department of Water, Irrigation, Energy and Natural Resources seeking original Tinga dam designs/drawing –which couldn't be traced!

TKMP staff also held meeting with areas member of county assembly (MCA) Mr. Oriaro about program activities especially Tinga dam rehabilitation. The MCA pledged his support for the program.

The team also participated at weekly/monthly baraza's (meetings) chaired by local Chief/assistant chief in the areas of our operations –where we explained our work and sought community support for Tinga dam rehabilitation.

6. Tinga dam rehabilitation

A committee to oversee SWP and Tinga dam rehabilitation was elected on 15th Aug 2016, and have since been meeting every Monday. Greg and TKMP team have sent out request for cost to undertake dam survey, design and rehabilitation costs.

7. Reporting/communication

In the period PMP submitted to TKMP Advisory committee at the Tweed program updates, including key communication on proposed Tinga Dam rehabilitation.

¹ Tinga catchment villages are: ohaya, Simba Ululu, Kubar A, Kubar B, Nyaredo, Yenga A, Yenga B, Nyabera and Kadhai.

8. Way forward – next quarter

The following are the items to be addressed in the next quarter:

- Follow-up with Greg Jones/Tweed SWPs committee on proposed SWP 6 Tinga Dam rehab activities.
- Assist Gona, Tinga and Manyasi SWPs committees deposit water sales monies and operate bank account.
- Ensure TKMP effectively participate at all SWP meetings/activities.
- Conduct 1no dam water user association meeting/seminar with reps from the SWP areas.
- Undertake regular operator meeting, supervision and training.
- Spray paint Manyasi SW Kiosk
- Paint Ochilo SW Kiosk
- Regular monthly filter, SW system and pump cleaning, service and maintenances.
- Water production, distribution, SWP records keeping, revenue collected and banked carried out and reported at monthly community meetings.
- Continued community participation to protect/maintain the dam and SWPs sustained.
- Networking/Liaison with WRMA, county water office, local leaders and NGO stakeholders.
- Regular monthly update and/or quarterly reporting to the TKMP Advisory committee at Tweed.

9. Project income/expenditure statement

Date	Income Particulars	Amt(KES)	Date	Expense Particulars	Amt(KES)
21/06/16	opening bank bal	1,073.50		Fee/Allowances:	
21/06/16	cash at hand	319.50	20/09/16	Total PMP Fee Apr to Jun 2016	514,500
15/07/16	HOOK Funds Transfer SWP	138,757.00	20/09/16	Allowance- Ochilo operator	12,000
15/07/16	HOOK Funds Transfer PMP fee	514,500.00	20/09/16	Allowance- Manyasi operator	18,000
			20/09/16	Allowance- Gona operator	18,000
			20/09/16	Allowance- Tinga operator	18,000
				Sub total	580,500
				Stationery/Meetings/liaison:	
			16/06/16	Stationery- masking tape	65
			02/07/16	Courier - easy coach	200
			12/07/16	Scanning/photocopy	1,400
			15/7/2016	Airtime internet bundles -TKMP report	4,500
			19/07/16	Operator meeting 19th july	1,880
			31/07/16	Operator meeting 31st july	1,190
				Sub total	9,235
				Repairs operation maintenance:	
			12/07/16	SWP July Wash	4,990
			18/07/16	Manyasi repair	7,900
			18/07/16	Pump service, oil and O-rings	9,400
			04/08/16	Tinga suction/delivery line/transport	6,700
			09/08/16	SWP Aug Wash	3,640
			11/08/16	Tinga repair	5,050
			31/08/16	SWP sep wash	3,790
			21/09/16	Total SWP fuel Jul-Sep 2016	16,350
				Sub total	57,820
			23/09/16	Total bank charges	1,716
				Sub total	1,716
	Total received	Ksh 654, 650.00		Total Expense	Ksh 649,271
				Balance	5,379.00
				Cash in bank	514.50
				Cash in hand	4,864.50
				Reconciles to Balance	5,379.00

10. Budget October 2016 to December 2016 - Revised

Item	Unit	Cost	Total
PMP Fee:			
Program Management fee	4	171,500	686,000
SWP Operations:			
Operator allowance	4	22,000	88,000
Filter Maintenance/cleaning	4	4,000	16,000
Pump maintenance	4	1,000	4,000
General repairs/maintenance	4	3,500	14,000
Manyasi and Ochilo Kiosks repainting	1	20,000	20,000
Fuel 1st Oct 2016 to dec 31 Jan 2017	4	4,000	16,000
Operator meeting/ training f/up	1	7,000	10,450
(add training booked for 28-29 Sep)		3,450	
Meetings/liaison/Reporting/Tinga dam rehab f/up	2	5,000	10,000
Dam water users association meetings/seminar	1	35,000	35,000
Bank fee	4	600	2,400
Sub total			215,850
Total			901,850
Less balance c/f Sep 2016			5,379.00
Total cash requested Oct 2016 to Jan 2017			896,471

The budget request for October to December 2016 is KES 896,471

Kind Regards,

Olita c Ogonjo
PMP/TKMP Siaya.