

20 January 2016

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

Dear Troy,

RE: October 2015 to January 2016 Quarter report, Budget Feb to Jun 2016.

1. Introduction

This 2nd TKMP's Program Management Team (Siaya) report highlight activities taking place in October 2015 to January 2016 period. It also include budget request for February to June 2016. The activities in the period were community/committee meetings seeking to enhance participation and use of SWPs, operator training and support, various repair and maintenance works of the water supply lines, pump repairs, filter cleaning, and collection, recording and banking of water revenue. During the period there was 41.3% increase in revenue collected from water sales re: monies collected/banked by the SWPs as at 31st Dec 2016 was KES 12159/-(this excluding Jan 2016) up from last quarter's KES 7130/-.

In the period the area received heavy rains and flooding that caused significant damage to infrastructure, housing, farms and even deaths of people and animals. A relative to one of TKMP staff was carried way by flood and drowned while trying to save his pineapples being swept away into River Yala. The dams also recorded increased levels water and silt.

The period also saw the unearthing of Eurobond scandal where it is alleged that Kenya possibly lost to cartels an estimate of between KES 140 billion out of KES 250 borrowed from/invested in the Eurobond. The saga turned into a show down between the government and opposition. If this saga ends up being true then it will be the most scandalous corruption saga in the country's history, and which will adversely impact the economy.

The conduct of planned activities during the period was as follows:

2. Technical operation, repairs & maintenance

O&M plans: A comprehensive plan for O&M has been set and is being used to guide individual project operational hours, filter, pump and tank maintenance, repairs, water production, sales and recording of revenue collected and banking. The plan also providing guidance on operator recruitment, training and supervision and committee capacity is to be drafted and shared with TKMP Advisory Committee and project committees for comment and input. The period

saw increase in water supply and sales indicating rise in demand despite the rains.

In the period community meetings were held where the supported the proposal for project revenues to be distributed on 40% community and 60% maintenance/operators.

Dam Users Association: Discussions on Dam Water Users Association was put on hold until the individual projects have elected new official. Gona project elected new officials in the period, embarked on drafting by-laws for the management of the SWP and dam, group registration and opening on bank account. It is expected that Tinga and Manyasi will do the same next quarter.

Operator training and supervision: In the period the operators received follow-up trainings encompassing records keeping, filter cleaning and maintenance, pump operation and care from PMP Records and Technical Officers. The only major project closure in the period happened during routine manual filter cleaning and washing. A target of KES 3000/- water sales/revenue collected early set was met by Manyasi project in the month of December 15 and Jan 16.

The operators are in dire need of PPE i.e. dustcoats, gumboots and work-gloves, given that they are always in contact with contaminated water, handle and chemicals and wash/clean the water kiosk area.

SW operating schedule: All the safe water projects (apart from Ochilo primary school) open at 8.30am, and close at 5.30pm. There is 1hour daily lunch break from 1pm to 2pm.

Regular filter, pump and tank maintenance/service: PMP Team and the operators carried out manual filter cleaning and washing in October, where each project was closed for upto 3days. This time with valuable input from TSC's Marty Hancock the cleaning involved soaking filter cartridges in Jik bleach water, washing, and soaking in citric acid (purchased in Kisumu) and final clean washing. The filters emitted foul, grime and deposits. The operators are being followed closely to ensure daily filter agitation is being properly carried out. The filters are looking better cleaned and will similar and/or improved cleaning. Next cleaning set for 10th Feb 2016.

Water Pumps: 3no older project pumps were taken for repair at Pump Centre Kisumu. The pumps fully repaired/overhauled, tested and all in good operating condition and stored to be used as backup pumps for the project. The repairs cost was KES 16,450/- plus KES 8000/- pickup transport hired to ferry the pumps between the SWP sites and Kisumu. The decision to repair and keep was deemed to be cost effective as opposed to selling the pumps. Gona pump initial thought to be beyond repair ended up being overhauled and is now in good working order. The project now has 6no pumps (three new pumps operating at the sites, and 3no pumps stored as backup). In the period a new 3" Honda 5.5hp pump was bought for Ochilo project.

Monthly pump check and cleaning coming after the service were also carried out for oil, plug and carburetor as well as operator pump care training follow-up.

Repairs carried out: The following is list of repairs and maintenance activities carried out in the period:

Gona Safe water project

- Manual cleaning and soaking of 4no filters using citric acid and bleach Jik
- Perimeter fences for water kiosk and dam intake reinforced and completed to secure area from livestock/people damage
- Training operator and new committee.
- 2no leaking taps repaired
- Replacement of O-rings and sealing of leakages along service line.
- Repair pumping line/service line.
- Replacement of damaged 3no 2' UPVC intake line replaced with stronger 3no 2' PPR pipe complete with 4no socket fittings.
- Water meter serviced.
- Repair of leaks and cleaning of raw water tank.
- Cleaning and disinfection of clean water tank.
- Old water pump repaired/serviced to be used as spare/backup pump.

Tinga Safe Water Project

- Manual cleaning and soaking of filters using citric acid and Jik
- Reinforced/enlarged fencing of the water point and intake area to keep off livestock/people from damaging the facility.
- Training operator.
- Replacement of O-rings and sealing of leakages along service line.
- Repair pumping line.
- Repair/replacement of 1' clean water UPVC pipe with 1' PPR pipe from storage tanks to tap.
- Replacement of new 1' water meter, gate valve and elbow.
- Replacement of two gate valves.
- Repair of old water pump to Kisumu –to be used as spare pump.

Ochilo Safe Water Project

- Manual cleaning and soaking of filters using citric acid and Jik.
- Replacement of O-rings
- Repair of leaks service line from pumping area to raw water tank.
- 2no. 3' copling for intake line and pump
- Ferry/repair of old water pump to Kisumu –to be used as spare pump.
- Purchase of new pump.
- Old pump serviced and stored as spare pump.
- Water meter cleaned/serviced.

Manyasi Safe Water Project

- Manual cleaning and soaking of filters using citric acid and Jik.
- Replacement of O rings

- Replacement service line from horse pipe to UPVC from clean water tank to drawing taps.
- Repair service line from pumping area by unblocking and fixing nipple and elbow.
- Cleaning and disinfection of clean water tank.
- Repair/ fitting GI pipe and a gate valve.
- Training operator.
- Pump copler replaced.
- Water meter cleaned/serviced.

Fair water price/pricing: Water price continued to be KES 2/50 per 20litre jerry can at the SWP Kiosks. However individual independent operators would buy in bulk, transport and supply to businesses and homesteads using motor-cycles, push bikes and donkey carts where they sold at KES 10/- to recover costs and transport. This is what has been driving water sale and supply for Manyasi project.

Project fuel, spares and parts: The projects (other than Ochilo primary safe water project) received clean fuel in the period.

Status of dams water sources: The heavy rains continued to pound the area in period helping to recharge the dams, as it also deposited silt debris, damage dam walls and silt traps. It was clear that the silt levels at Tinga and Manyasi had increased and will likely effect the filter operation in the coming dry season.

3. Safe water production and sales records:

Table1 SWP depict water production, income collected and banked in the period. The total amount collected and banked in Oct to Dec 2015 was KES 12,159/- a revenue increase form KES 7130/- collected last quarter.

Table 1 Oct 2015 to Jan 2015 safewater projects production, sales and revenue

Project	Opening Meter 1 st Oct 2015	Closing Meter 20 th Jan 2016	Estimated Total water volume produced (liters) *NB	Estimated Expected Revenue (KES) *NB	Actual Revenue collected Banked (KES) ***NB	Variation (KES)	60% Maintenance Contribution (KES)	40% Community acct (KES)
Gona	00323.08	00332.09	20671.00	2583.88	2559.00	-24.90	1535.40	1023.60
Tinga **NB	027196.62	00028.23	12698.90	2429.63	2270.00	-159.60	1362.00	908.00
Manyasi	00114.80	00140.118	23600	3395.82	7330.00	+3934.20	4398.00	2932.00
Ochilo ****NB	-	00056.00						
Totals				8409.30	12159.00		7295.40	4863.60

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. ** Tinga water meter changed
3. *** Actual amount collect has also been banked.
4. **** No water is sold at Ochilo primary SWP.

Table 2 illustrates total revenue collected and banked Aug and Dec 2015. As at 31st Dec 2015 the total amount collected and banked from the projects was KES 19280/-

Table 2 Statement of SWP water revenue collected & banked Aug to Dec 2015

Project	Aug015	Sep15	Oct015	Nov015	Dec015	Total banked	Less 60%o&m	Less 40% CBO
Gona	545.00	495.00	585.00	670.00	1295.00	3590.00	2154.00	1436.00
Tinga	995.00	1280.00	765.00	210.00	1295.00	4545.00	2727.00	1818.00
Manyasi	765.00	3050.00	2515.00	350.00	4465.00	11145.00	6687.00	4458.00
Ochilo	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	2305.00	4825.00	3865.00	1230.00	7055.00	19280.00	11568.00	7712.00

***Total collected/ banked as at 31st Dec 2015 KES 19280.00**

An updated SWP water production sales, revenue and banking excel spreadsheet is being prepared and sent to Teena for input.

4. Strategic improvements

Community water planning/business plans: A business plan has now emerged for safewater production, marketing, sales and supply of water, revenue collection, recording and banking and reporting. The SW committees and operators have incorporated this new model to be documented and adopted as formal system for the projects. The minimum monthly operator target was KES 3000/- (or 6 by 5000l tank) supplied by each project. So far none of the projects have met this target but we hope to do so in the coming quarter.

Knowledge of water volume/revenue, and operating cost: see Table 1 safe water for a summary of water production, sales and revenue Oct to Dec 2015. We will also send an up to date excel spreadsheet record of water production, sales and revenue by month August 2015 once its finalized. The community/committee have been receiving and/or giving feed back on project performance at meetings. Discussions have taken place and consensus reached over the apportionment of revenues collected re: 40% of collected revenue to be set aside for community use (e.g. to be banked in individual project accounts and may be used on own community selected projects), and 60% goes to project operation, maintenance and operator allowance. The revenue is collected weekly and banked by PMP Records Officer in PMP Coordinator's bank account as we push the community to finalize election of group officials, group formal rego and opening group bank accounts where the monies will be transferred/banked. There's still the question of where to bank/how to handle the 60% O&M portion from water revenue that have been collected so far.

5. Community outreach and engagement

Community/committee feedback: The 4no project committees including Ochilo Primary's executive committee met in the period to discuss the project operations among other issues. Gona elected a new committee in October, embarked on making by-laws for project and dam, registration and opening of community bank account. The new committee comprise of 18 members –led by the new chairman Mr Zakari Ouma, Secretary Thomas Ouma, Treasurer Prisca Oloo and Organizing Sec Timothy Naya. The committee has procurement team, and security team. The focus during election is to improve community safe water uptake, secure the dam water source and safe water facility, and engagement with county government.

Ochilo primary school committee met in October and January where the need for the school to secure of pipeline/intake is from damage by cattle and people (including pupils) who defecate in the area. The school also is in dire need of toilets for the pupils. Tinga and Manyasi elections of committees, project by-laws drafting, registration and bank accounts opening has been planned for this quarter. We have also made arrangements with the head teacher Kubar for meetings with teachers and parent to discuss sanitation and water issues at the school, especially how to improve the use of the schools toilet.

Dam Water User's Association as mentioned elsewhere above this was subject of discussion at community meeting in the period. There was overall consensus for it to be constituted as separate entity from the SWP, to only help network the SWP/Dam users, and other key users of the dams/catchment such as farmers, livestock keepers, school, women and youth groups. The plan was to lobby committee to also use the network as fund holder for projects 60% O&M portion as well as savings/credit scheme. The members were reluctant to talk about networking, joint account, and broad-base community savings and loans etc. This was also because there were similar initiatives taking place in the area. Discussions will be on going, and possibly training workshop and/or exchange visits organized to help the community see benefits of networking and diversification into activities such as savings and loans.

SW water demand/payment/revenue collection: There is still low water demand and/or low sales of water despite increased revenue in the period. The sales/revenue target for Oct to Dec quarter is KES 3000/- (or 6no 5000l tanks sales) for each of the project is yet to be met. We are optimistic water demand sales, revenue collection and banking will improve and sustained committees-operators-TKMP teamwork in the next quarter.

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

Overall, the safe water projects enjoy the support of the local community and key leaders. Efforts were made to make contact with county water office, WRMA and Ministry of Water. I also had a meeting with Elizabeth in the period. We also held meetings with Chief/assistant chief Obambo Sub location, who presided over Gona elections and making of bylaws outlawing cattle/people access to the dams and cutting down of vegetation/fence around the dam.

7. Reporting/communication

During the period the PMP team kept TKMP Advisory committee at the Tweed updated.

8. PMP/TKMP capacity/team performance

The PMP/TKMP team did its best to keep the projects operating, and community motivated about the project. Once again like to request that Denis be incorporated in the project and be paid alongside the operator team.

In December Elizabeth (HOOK) and I met to discuss accounting and receipting requirements for the program.

9. Way forward – next quarter

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

- Undertake regular operator meeting, supervision and training.
- Provide PPE – Gumboots, glove, dustcoats and cleaning materials for operators and SWP.
- Ensure improved water production, marketing and sales by the projects.
- Recording, collection, banking reporting and of water sales revenues.
- Assist Gona SWP acquire CBO registration, open, deposit water sales monies and operate bank account.
- Replace damaged 3no Ochilo push taps with ordinary water taps.
- Manual cleaning and servicing of filters, meters and pipelines.
- Monthly onsite servicing and maintenance of water pumps.
- Facilitate/attend Committee meetings – Gona, Tinga and Manyasi re: continue discussion on network organization, rego and bank account etc.
- Attend/participate at Ochilo Primary school Parent Teachers Association meetings.
- Initiate with area Chief the Tinga and Manyasi elections, drafting of by-laws, CBO rego and opening/operating of bank accounts.
- Networking/Liaison with government, leaders and NGO stakeholders.
- Reporting/update TKMP Advisory committee at Tweed.
- Follow-up with Greg Jones on proposed SWP 6 activities/visit to Kenya.

10. Project income/expenditure statement

Date	Particulars	Amount (KES)	Date	Particulars	Amount (KES)
13/10/2015	1st Funds transfer HOOK	43570	20/01/16	Total PM Fee Oct 2015- Jan 2016	660,000
13/10/2015	2nd Funds transfer HOOK	666000		Allowances	
16/10/2015	Bal b/f	166930	20/01/16	Allowance- Ochilo operator	16000
18/12/2015	3rd Funds transfer HOOK	23000	20/01/16	Allowance- Manyasi operator	24000
			20/01/16	Allowance- Gona operator	24000
			20/01/16	Allowance- Tinga operator	24000
				88,000	
				Repairs/maintenance/Fuel	
			01/10/15	Easy Coach Parcel courier Siaya- Nakuru	200
			07/10/15	Manyasi coplers/Transport	2500
			18/10/15	Filter cleaning, soaking & washing	8000
			02/11/15	Purchase Ochilo honda 3" water pump	35000
			02/11/15	Purchase citric acid	800
			03/11/15	Tinga & Gona Kiosk Area fencing	18000
			04/11/15	Gona- purchase PPR pipes, sockets and adaptors	14700
			05/11/15	Repair of 4no water pumps	16450
			05/11/15	transport SWP pump to Kisumu & back Siaya	8000
			30/11/15	Transport Gona storage water tanks to Siaya	1500
			20/01/16	Project total fuel cost Oct 2015- Jan 2016	7200
				112350	
			03/11/15	Stationery	830
		899500		Total Expense	861,180
				Balance	38,320
				Less bank charges Jul-Sep 2015	1755.5
				Less bank charges Oct 2015 to Jan 2016	2128.5
				Total balance	34,436

11. Budget Feb 2016 to June 2016

Item	Unit	Cost (KES)	Total (KES)
Program Management fee	5	165000	825000
Operator allowance	5	22500	112500
Repairs/maintenance	1	30000	30000
Filter Maintenance/cleaning	2	6000	12000
Meetings/liaison	5	5000	25000
Dam Water User Asso - leaders workshop	2	20000	40000
PPE - Gumboots, gloves, dust coats,	5	4500	22500
Cleaning Brushes, buckets & detergent	5	2000	10000

Total	1077000
Less balance c/f Jul-Sep 15	34,436
Total amount requested Feb to Jun2016	1042564

The budget request for Feb to June 2016 is KES 1,045, 350/-

Kind Regards,

Olita Ogonjo
PMP/TKMP Siaya.