

8th Management Meeting**Date – 10th May 2022****Time -9:30AM****Venue – Thromde Conference Hall****Opening Remarks**

The Chair welcomed all the members of the Management to the 8th Management meeting. He also welcomed the Chief Finance Officer and the Principal Thromde Education Officer who have joined the Management meeting for the first time. The Chief Finance Officer and Principal Thromde Education Office have recently joined Thromde.

Members present

Sl/No	Name	Designation
1	Dasho Ugyen Dorji	Thrompon
2	Karma Namgyel	Executive Secretary
3	Kinley Penjore	Project Manager – ADB-PIU
4	Sonam Dorjee	Chief ADM Officer
5	Yeshe Wangdi	Chief, Infra. Division
6	Tashi Phuntsho	Chief, CoED
7	Nima Dhendup	Chief Finance Officer
8	Pema Choidar	Principal Thromde Education Officer
9	Sonam Tobgay	Dy. Chief, LRSD
10	Tashi Dorji	Officiating Chief, O&MD
11	Ugyen Dorji Tshechu	Dy. Chief Legal Officer
12	Kezang Lhamo Dorji	Officiating Chief Environment Officer
13	Kinga Gyeltshen	Dy. Chief Thromde Health Officer
14	Penjor Drukpa	Executive Engineer, O&MD
15	Teknath Kararia	Executive Engineer, CoED
16	Kunlay Yangdon	Executive Engineer, Infra. Division
17	Robin Rimal	Dy. Executive Engineer, DRD
18	Kezang Dorji	Sr. Urban Planner
19	Teknath Suberi	Engineer, O&MD
20	Lekzang Jayoed Dorji	Environment Officer, Environment Division
21	Zulkee Choden Rinzin	Media Relations Officer
22	Karma Dorji	Sr. Planning Officer

Agenda 8.1 - New Thromde Logo selection and endorsement

The earlier Management decided to change the Thromde logo and go for logo competition amongst Thromde staff. Subsequently we have received 7 entries for the competition with

individuals submitting more than 1 logo for competition. The Logos have been rated based on three broad criteria, the visual appearance, relevance to Thromde and flexibility and reproducibility. There were 11 panel members consisting of Dasho Thrompon, Executive Secretary, ADB-Project Manager Management and all Division except for those Chiefs who have participated in the competition.

Decision

The Management further deliberated on top 3 and decided to extend by another month to get more entries. The selected logo of an organization has to serve for many years and therefore the Management decided to take a little more time to discuss and decide.

Action – The Management

Agenda 8.2 - Waste Collection Service Contract Extension Calculations and modality for new Waste Collection Vehicles

The Environment Division presented to the Management the details of additional payment to be made to the existing waste collection contractors and the modality of *lending* of new garbage trucks. There are 3 waste collection contractors for Thimphu Thromde, Greener Way for core, Clean City for North and Green Bhutan Service for South. Since their contract period ended on March 30, 2022, the preceding Management Meeting had directed the CiED to extend their contract period by 1.5 years till a new contract has been announced and signed. The Environment Division has proposed 30% increase for Clean City and 10% for both Greener Way and Green Bhutan Services. Clean City had already extended their contract for 10 months (until March 2022) after the end of their initial contract period (2016-2021) at the same rate. Greener Way and Green Bhutan had been contracted in 2020.

Discussion

The contractors had appealed Thromde to increase their monthly payment for the remaining extended period as the operation cost in the recent months had gone up drastically owing to the hike in fuel price. Since the request made by the contractors was very high, it was decided that proper assessment should be done. The Dy. Chief Legal Officer submitted that it would be better to go by the contract agreement signed earlier. The Executive Secretary submitted that for Clean City, a 5% appreciation would be appropriated for their first contract extension (10 months) to bring them at par with the other two waste service providers, as per the annual appreciation standard of 5%. For the new extended period, which is from March 2022, he added that it would



be better to conduct a market analysis for the operation cost increase due to the fuel hike and compare it to the fuel expenditures submitted by the Waste Service Providers for the months of March and April. Then, the additional payments due to fuel hike to each service provider would be given equally. For Clean City, the additional payments due to fuel hike would be on the original monthly payment amount, and not on the 5% appreciated amount granted.

Decision

The Management:

1. Decided to provide Clean City with a 5% appreciation amount on monthly payments for their first contract extension (for 10 months only).
2. Directed the City Environment Division to conduct market analysis for fuel costs and compare it with expenditures submitted by waste service providers for the months of March and April 2022 to decide the rate accordingly for the extended 1.5 year period

Performance guarantee modality

The Environment Division also presented on the modality to lend/give the new garbage trucks to the waste collection contractors for the extended period. Thromde recently received 20 number of garbage vehicles from JICA. Since the contractors have been complaining of inadequate vehicles, Thromde decided to issue 1 or 2 vehicles for them for 1 year. Therefore a performance guarantee modality has been developed. The Environment Division proposed a performance guarantee (10% of the cost of each vehicle) of Nu 451,725.3/- for small compactor trucks and Nu 705,843.8/- for medium compactors, not including the comprehensive insurance amount proposed.

Discussion

The Chair stated that the main point of developing this modality is mainly to make the contractors accountable for the new vehicles. Judging by the past experiences, the vehicles were not well taken care of and are most of the times left off-road and unmaintained. Without a security mechanism such as the performance guarantee, it would be difficult to ensure the sustainable use of the new waste collection vehicles. The old contract also had flaws regarding the monitoring and evaluation of vehicles by the Thromde, which is why Management decided a new hiring contract should be created in order to address the old issues.



Decision

The Management:

1. Decided to give away vehicles on hiring modality with a 10% performance guarantee on the total cost of each compactor truck.
2. Decided that the contractor can ask for number of vehicles based on this modality.
3. Directed the Thromde MTO Office to carry out strict monitoring.
4. Decided that 3rd party insurance will be borne by Thromde.


Action – Environment Division/MTO

Agenda 8.3 -Building drawing scrutiny process.

The Compliance and Enforcement Division (CoED) presented to the Management some of the issues and way forward with regard to building scrutiny processes. Targeted towards streamlining in particular the structural drawings/design scrutiny processes and fixing the accountability on the designers basically derived from the DCR 2016, the CoED presented the proposal which includes roles and responsibilities of the designers, Thromde, owner and proof checkers.

Discussion

The Chair stated that if the drawings have been submitted by the well registered firm, it need not undergo proof check or detail scrutiny by engineers at Thromde. However, concerns were raised on the credibility and experiences of engineers in the firms. The Chair mentioned about having the streamlining process as early as possible to avoid delay in clearing structural drawings in the approval unit, CoED. To this the Chief, CoED opined that the present proposal was found the most appropriate, i.e proof check of drawings by an experienced designer before submission to Thromde until the Engineering Council is launched in the country. The engineers also require a one-time registration with Thromde and give the undertakings to be recognized as a proof checker. Questions were also raised on credential of the proof checks, but the chair instructed to process the proposal as submitted. The building scrutiny process has been attached as an annexure.



Decision

The Management:

1. Approved the structural scrutiny process with few changes and directed the Division to spell out the check list of the architects and electrical engineers also in the proposal. The qualification and experience of counter proof check engineers must be with minimum of 10 years-experience or be registered with the Engineer Council once the council has been formed. Undertakings for both the designer and proof check engineers to be well formulated.
2. Decided to implement the new building scrutiny process from June 2022.
3. Directed the Division to disseminate the process along with the checklist with the public through various mainstream and social media platforms before implementing.

Action – CoED

Agenda 8.4 - Water & Sanitation Master Plan Development for Thimphu Thromde

The O&M Division shared the information received from the MoWHS on the development of Water and sanitation master plan for Thimphu Thromde. This was shared as information to the Management. Since ADB is funding the extension of Dechecholing STP and water distribution network for Jungzhina and Pamtshe areas, the development of water and sanitation master plan has been proposed.

Discussion

Thromde earlier has sent a letter to MoWHS requesting to develop the Thromde Water Master Plan but it was declined by the Ministry stating that it is not so important. Even the subsequent discussions did not favor water master plan preparation. But now it has come from the MoWHS that such plan is necessary. Therefore, the members felt the need to get clarifications from the Ministry.

Decision

The Management directed the O&MD to seek clarifications on why the need for water together with sanitation master plan has been felt now when the same earlier proposal of Thromde has been declined.

Action – ONMD

Agenda 8.5 - Fines and Penalty for Illegal and unmetered Thromde Water Connections

The O&MD presented to the Management that there is a need to levy penalty for illegal and unmetered water connections. Such illegal activities contribute to the non-revenue water which is one of the main revenue leakages. The Division proposes a flat amount of Nu 50,000 penalty.

Discussion

The members felt that the penalty has to be heavy so that such illegal activities are prevented. The Legal Officer submitted that it is necessary to levy penalties because its illegal but there has to be basis for the penalty calculations. Most of the fines and penalties are based on daily wage rate he added.

Decision

The Management decided to levy Nu 45,000 based on daily wage rate and the same to be submitted to Tshogde for endorsement.

Action – O&MD**Agenda 8.6 - Authority for Operation and Maintenance Division to Impose fines for Illegal Activities**

The O&MD proposes for the authority to levy fines and penalties on-spot for illegal activities such as illegal waste water connection, for no proper waste water and gutter line and damaging of Thromde structures without prior approval.

Discussion

The members felt there is a need for on-spot levying of fines and penalties but there has to be list of such illegal activities which needs to be levied fines and penalties along with proposed rate of fines. And the same will have to be shared through media for public awareness before implementing. The members also felt that the existing inspectors under Environment Division can carry out the monitoring and levying of fines and penalty as they do same for environmental illegal activities.

Decision

The Management directed the O&MD to work on fines and penalty rate tagging on daily wage rate and develop a receipt. The fines and penalty once developed can be levied by the respective section of O&MD working on cost estimate to damaged public properties. The same will have to be put to Tshogde for endorsement and then disseminate to public.



Action –O&MD

Agenda 8.7 - Market rate to be used for Reinstatement of Public Property as a result of any kind of Accident

The O&MD proposed to the Management that the current reinstatement amount on the damaged public properties are calculated based on the BSR, however the materials to be used in the reinstatement processes have to be procured from the market. Therefore, the Division proposes the Management to use market rates for calculating the reinstatement amount i.e. for materials, man power and machineries.

Decision

The Management approved to use the market rates for calculation of the reinstatement amount henceforth since there is loss for the Government resources when it is based on the BSR along with 15% service charge.

Action – O&MD

Agenda 8.8 - Foot Bridge Proposal at Luntenzampa Bridge for Pedestrians

The Executive Secretary submitted to the management the need for overhead footbridge at Lungtenzampa Bridge junction towards Lungtenzampa School for the benefits of school going children and also to ease the traffic flow especially during the pick and drop hours of the school children.

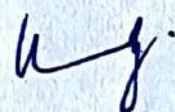
Discussion

The Chair informed that there is also a plan to construct Foot Bridge over Wangchu connecting the expressway and perhaps the MoWHS is working on it. If that foot bridge comes, most of the issues will be solved connecting the already existing footpaths. The Executive Secretary stated that if the foot bridge comes as planned without delay, the under pass can be constructed in place of overhead bridge at the Lungtenzampa School junction.

Decision

Since there is already a plan to construct foot bridge connecting the express way, the Management decided to have underpass instead of overhead bridge and directed the Infra Division to initiate the survey and design so that the construction can be started from coming FY.

Action - Infra Division



Agenda 8.9 - Traffic Planning for School areas and Bus Priority Lane Planning proposal

The Executive Secretary submitted to the Management that with the recent completion of the 4-lane road, the bus stops have been marked at certain intervals on one of the lanes. Since there are no spaces to construct bus bays separately, the bus stops had to be marked on the road. This is disrupting the traffic flow. Therefore, it is necessary to identify bus priority lane along 4-lane in collaboration with RBP-Traffic and RSTA.

The Executive Secretary also shared as information to the Management that all schools have initiated traffic planning in and around their schools especially for the pick and drop of the school children. This was mainly done to avoid traffic congestion near Schools during pick and drop hours.

Decision

The Management directed the Urban Planning Division to take up the study on Bus priority lane along 4-lane roads within Thromde.

Action - Urban Planning Division

Agenda 8.10- Approval for New technology on Ecological Soil Solidification and Dust Control Solution by Go Bhutan Ventures

The M/s Go Bhutan Ventures has proposed Thromde that a new technology of soil solidification and dust control mechanism can be adopted in Thimphu Thromde. The new system is environment friendly plus it is cheaper and durable compared to blacktopping.

Discussion

The Chair stated that it is first of its kind and therefore, it would be better to pilot in few identified areas. If it is proven durable and up to mark, it can be one of the alternatives he added. The Infra Division said the technology is much cheaper than blacktopping but sustainability is questionable since it is a new concept in Bhutan.

Decision

The management decided to allow him to pilot small area near garage at Babesa under 1.0 M budget and directed the infra Division to prepare an estimate within a budget ceiling of 1.0M.

Action – Infra Division



Agenda 8.11 -Issues with Drain/roof Water Connection to Main Sewer Line

The ADB-PM presented that the Babesa STP has been commissioned w.e.f 18 April 2022 and it will henceforth cost Thromde around Nu 50-60M a year for the O&M of the plant. The Babesa STP has a design capacity of 12 MLD but currently approximately 8MLD of wastewater is received. However, if the drains/gutters are connected to the main sewer line, it may surpass the capacity during heavy rains. Furthermore, since the variable cost is directly proportional to the volume of waste treated the addition of roof water and drain water would entail unnecessary operation cost. Thus, he submitted that it will be better to monitor the illegal roof/drain water connection to the main sewer line to avoid unnecessary expenditure.

Discussion

The members felt that it will be difficult to monitor such connections however it is very important to monitor and not let such connections. The Chair said that one of the main issues can be solved if sewer network especially in the core areas are up-scaled. Once the norzin lam development is taken up, the drain waters can be prevented from being disposed into sewer lines. The Executive secretary informed that since the roof/drain water is being discharged into the river without any treatment it may be better to treat such water before releasing into the environment if there are no issues in overcharging the plant. However, the chair informed that the ultimate solution is to adopt polluters pay principle

Decision

The Management directed the concerned Division/Section to be cautious / mindful of such issues while working henceforth and also to explore how to charge the disposing of wastewater into the sewer lines.

Action – O&M and Infra. Division

Agenda 8.12 - Disposal of Solid Waste from STPs

The Project Manager of ADB-PIU submitted to the Management that the current treatment plant in Babesa does not only treat wastewater but also receives garbage mix with human excreta. Such wastes were not allowed to be disposed into the landfill earlier. However, with the visit of experts from Japan along with Mr. Ugen Chewang and Ms. Lekzang J. Dorji from City Environment Division, Thimphu Thromde it has been confirmed that a separate place has been identified to dispose these wastes from STPs at the landfill. However, approval has to be sought

from the City Environment Division whenever waste is taken to the landfill. Thus, he suggested that since the waste is coming from the Thimphu Thromde's STPs the need for obtaining approval may not be required. However, for recording the quantity of waste a letter signed by the STP managers will be sent along with the vehicle carrying the waste.

Decision

The Management decided that there is no need for Management's approval while disposing the STP waste. The management also directed the Environment Division to explore provision for disposing waste from STPs while developing the new sanitary landfill.

Action – Environment Division/PM ADB-PIU

Agenda 8.13- Treatment of Leachate from landfill at the STP

The ADB-PM also submitted that a team comprising of a Japanese experts and Thimphu City Environment Division officials visited the Babesa STP to explore possibility of treating the leachate from the landfill at the STP. The biggest concern of the team is on the huge cost required for constructing a leachate treatment plant. The PM, ADB submitted that the team has been asked to conduct a study to verify the characteristics of the leachate as it will be very different from the domestic waste. The result will be shared with the technology provider to ascertain whether the leachate can be treated at the Babesa STP.

Decision

The management agreed with the proposal that the characteristics of leachate must be studied and if it cannot be treated at the STP then other options will have to be explored.

Action-Environment Division

Agenda 8.14 – Issues with regard to Access road to Private Plots

There are issues with regard to giving access road especially from the main road to private plots. It is very difficult at the site to give access due to road side drains and footpath being constructed. However, people have been pressurizing Thromde for access and some even develop on their own damaging the road side drains and footpaths.

Decision

The Management decided that if they have ample of parking space within their plot and not having to park their cars on the footpath, a through and through access can be given without



disturbing the side drains. However, if there are not enough parking spaces, an entry and exit of 3.5m width can be given.

Action – O&MD

Agenda 8.15 - Additional Budget for Annual Frame work contract

The O&M Division submitted to the Management on the requirement of additional budget for the ongoing annual framework contract. Earlier, the budget for annual framework was approved at Nu 10.0M each for North and South. Since most of the works and the budget for the South have been exhausted, there are few additional works identified to carry out based on the urgency. The total budget estimate for the additional works come to around Nu 4.72M.

Decision

The Management directed the O&MD to continue with the additional works as proposed and the Management will re-appropriate the funds spent later from savings from other activities or from internal revenue.

Action – O&MD

Agenda 8.16 – Proposal for LED Digital Board on Government Land

There are proposals for installation of LED digital bill board on government land across City. The UPD submitted to the Management that whether such proposals are to be accepted or not. If approved for one, there will be many such proposals and it will be difficult to have a control over it.

Decision

The Management decided to allow in their own premises but with strict guidelines both for board and the content. The Management directed the UPD to work on the guidelines and locations based on the existing policies

Action - UPD

Agenda 8.17 - Budget for Re-modeling of Choekhang and guest house at Hejo Crematorium

The Infra Division proposed the requirement of Nu 1.6M budget for the re-modeling of the Choekhang and guest house at the Hejo crematorium. The Management yearly allocates Nu 1.0M as the operation and maintenance budget for crematorium.



Decision

The Management directed the Environment and the Infra Divisions to initiate the works with the balance fund. In the coming FY, it can be supplemented with new budget i.e. Nu 1.0M that is kept annually for crematorium. While also it has to be made clear that Thromde will carry out just the minor maintenances.

Action – Infra and Environment Division

Agenda 8.18 - Flexible Movement of Pool Vehicle under O&M Division

Currently, the practice is all the pool vehicles will have to be parked at the Thromde garage after Office hours. The O&M team is required to move around even after Office hours and even on weekends and therefore, the O&M Division proposes the Management to let the vehicles (BG-1-A3525 and BG-1A-0036) under O&M Division to have a flexible movement.

Decision

The Management decided to make it flexible however, the Division Chief shall be held full accountable of the vehicles and make sure that the vehicles are used for Official purposes and not for others.

Action – O&MD

Agenda 8.19 - Approval for Purchasing and Issuing of Motor bike/scooty to newly recruited lajabs/Supervisor

The O&M Division proposed for 6 number scooty and bike for the 6 lajabs who has to move around and administer the daily cleaning and maintenance works within the City. They have to cover the entire City area and having to walk or using other means of transport isn't possible. The Division proposed for electric scooty which has 3 years warranty and zero fuel consumption with zero emission. The battery is portable and can be charged anywhere. The Division proposed two varieties of scooty, the one cost Nu 0.115 and the other cost Nu 0.11.

Decision

The Management approved 7 numbers electric scooty costing Nu 0.11M, white color, 6 for lajabs and 1 for messenger of Finance Division. The same will have to be put to Tshogde for endorsement.

Action – O&MD/AFD



Agenda 8.20 - Approval for Purchasing of Auto Loader for Waste/ Debris Collection for O&M Division

The O&M Division has proposed for purchase of bolero hydraulic hopper which is more easy to use and faster than the existing tractors. The other reason the Division submitted is despite effort from HR section in recruiting tractor driver, Thromde could not get one and therefore tractors had to be left off-road. This has hampered cleaning services within Thromde. The Division proposed to procure 4 such vehicles which cost around Nu 1.0M.

Decision

The Management approved to procure 2 bolero hydraulic hopper tippers and also directed the AFD to auction the existing tractors.

Action – AFD

Agenda 8.21 - Water testing data requested by BAFRA

The BAFRA has requested Thromde to share the water testing data for the Babesa area. Since the BAFRA has been entrusted for food safety licensing and certification, the agro based CSI industry, The Bhutan Organics located at Babesa has requested for certification. In order to certify the fruit juice products of the CSI firm, BAFRA has requested for water test data on all available parameters.

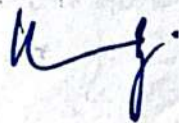
Decision

Since the water testing is done to ensure safety of all, the Management directed the concerned Division/Section to share the test results with BAFRA as requested.

Action – UPD

Agenda 8.22 - Requesting to waive off rental Charges for Dr Toilet during the Lockdown Period

The Dr. Toilet requested Thromde to waive off the rental charges for those public toilets along with few parking spaces which have been outsourced to Dr. Toilet for operation and maintenances. During the entire period of lockdown, not a single amount could be collected. The 4th and 5th lockdown is in total was for 62 days. Therefore, they requested Thromde to waive off the rental charges. Thromde collects monthly Nu 15000 from Dr. Toilet.



Decision

The Management without further deliberations waived off the rental charges for entire period of lockdown (2 months rental charges).

Action – Asset Manager

Agenda 8.23 - Outsourcing the Thromde Security services to Heruka Security Company

The Chief ADM Officer informed the Management that the security services at the main entrance of Thimphu Thromde has been outsourced to Heruka Security Services. This was mainly to have professionals taking up the task and also to involve private sectors wherever possible in delivering the services.

Decision

The Management endorsed the outsourcing of Thromde Office security services to Heruka Security Services.

Action –AFD

Agenda 8.24- Contract Extension for caretaker of Water Transmission Mainline Dotena

The O&MD submitted to the Management that Mr. NB Rai who has been working as caretaker/Technician for the Water Transmission mainline at Dodeyna has ended his contract period with Thromde. The Division proposes for his extension as he is responsible to look after the main transmission line throughout. It was put to HRC but has been advised to put to management for directives.

Decision

Since a caretaker/technician is required to monitor the main transmission line, his contract has been extended as proposed.

Action – O&MD/HRS

Agenda 8.25 - Recruitment of Staff for Taba WTP

After the Operation and Maintenance period of the current contractor ends by May 2022, the operation and maintenance of the plant shall be passed onto Thromde. There will be only 2 Thromde staff left at the plant to manage the operation and maintenance. Therefore, the O&M

Division proposes to recruit 2 additional staff at the plant to support the existing staff who have the skills to operate the plant. The Division also proposed the 2 current staff who has been working with the contractor have agreed to continue as plant operators if Thromde recruits them at the same monthly salary they get from the contractor i.e. Nu 15,000 per month. The Division submitted that these two individuals have been working with the plant and have adequate knowledge and skills to operate the plant.

Discussion

The Executive Secretary informed that it is important to keep 1-2 Thromde staff attached with the contractor so that there is no need for additional staff recruited. The Members also felt that there are already two Thromde staff stationed at the plant and will those two will not be enough to run the plant. The members also discussed that there is no time to recruit new individuals plus it will be difficult to get the people with right skills. Since the plant has to operate 24/7 even after being taken over by Thromde, there is no time to wait till the new recruits have been made. Therefore, the members felt that the best would be to retain the existing 2 operators who have skills and agreed to continue the task.

Decision

Since there is no time to look for new recruitments through open competition, on the basis of urgency, the Management:

1. Approved to recruit the existing two plant operators of the contractors on contract basis for 2 years from the date of appointment.
2. Approved to pay a lump sum monthly salary of Nu 15,000 each as per the existing payment they receive from the contractor.

Action – O&MD/HRS

Agenda 8.26 - Momo Rath Bhujel -Staff Welfare Claim

The O&MD submitted to the Management that as per the Staff welfare scheme, he is entitled to claim the benefits for the demise of his father. However in absence of proper documents, it could be given. His father demise in US and even there is no citizenship document as well. He has been contributing monthly to the welfare scheme.



Decision

The Management decided to give the welfare claim based on the death certificate and family tree.

Action – Finance/HRS

Agenda 8.27 - Salary Increment for Nim Dorji, Muster roll worker under O&M Division

Mr. Nim Dorji has been working with Thromde under the Thromde Workforce category 3 with a daily wage at Nu 254. He has picked so many other skills such as road marking skills, masonry and carpentry works and also workers management skills in absence of lajabs. Since there is a need for masonry and carpentry man power, the Division proposes him to upgraded to level and be made to work as carpenter and mason and as well road markers.

Discussion

The Management decided to upgrade him to category 1 with daily wage at Nu 324 since he has the required skills and also there were no applicants for the post of mason and carpenter when announced earlier for recruitment.

Action – O&MD/Labor Officer

Agenda 8.28 - Proposal for Renewal of Agreement of pay and use Public Toilet

The Public toilet at the City Parking area has been run by private individuals Mr. Sulab for last 30 years. It was constructed by private individuals and the agreement was to run for 30 years which concluded this year. He has requested Thromde for renewal of agreement.

Decision

Since the contract period has been ended, the Management decided to cancel the current agreement and go for new tender till the new plan for the area comes up. The Asset Manager has been directed to study and explore the way to manage the public toilet henceforth.

Action – Asset Manager

Agenda 8.29 - Overtime Claims by Staff

The Chief Finance Officer submitted to the Management that the overtime payments are claimed daily by many staff. The groups include inspectors, hawkers' duty, electricians and few others. He submitted whether these are genuine as the claims are made daily.



Discussion

The member secretary said that the hawker's duty are carried out daily and are required, but others it has to be thoroughly checked and verified by Division Heads first and then by Finance secondly. The Chair also highlighted that doing overtime every day at the same time is the problem with management (individual) and not with infrastructure. The members felt the overtime claims are too much every day and that comes to a lot at the end of the year.

Decision

The Management directed the Division Chiefs to scrutinize fully before approving the overtime and it is mandatory to maintain log book and also to issue Office orders for those required to work overtime from 9:00AM-5:00PM and 5:00PM – 9:00PM on weekends and holidays. The Management also directed the Internal Auditor to look at the overall overtime payments for past 1-2 years.

Action – Division Chiefs/Internal Auditor

Agenda 8.30- Procurement of Equipment for other STPs

The ADB-PM submitted to the management that in some of the STPs, some equipment such as dissolved oxygen measuring equipment, sludge dewatering equipment, etc. are not installed during the construction. Thus, in order to run the plant efficiently and to manage the waste properly these equipment are necessary for the STPs.

Decision

The Management directed the relevant Divisions and Sections to study the requirement of the necessary equipment in all STPs and work out the cost estimate and submit to Finance Division to be included in the coming FY budget.

Action – O&MD and Finance Division

The Meeting adjourned at 5:30PM

Rapporteur – Karma Dorji, Planning Officer



Annexure – Building Scrutiny Process

BACKGROUND

As per Clause 2.2 of DCR 2016, one of the core mandates of the Compliance and Enforcement Division (CoED) is to issue building permits to any person/firm/body or developer who wishes to undertake construction activity within Thromde's jurisdiction. Presently, any minor (single-storied semi-permanent structure, renovation works and civil infrastructures) and major drawings (building with more than one floor) are scrutinized and issued the construction clearance by CoED Division within a minimum Turn-Around-Time (TAT) of 22 working days respectively. The scrutiny of the design and drawings are carried out in line with DCR 2016, BBR 2018, Building Code of Bhutan 2018, Bhutanese Architectural Guidelines 2014, etc and various other relevant building and engineering codes of practices.

CHALLENGES IN THE STRUCTURAL DRAWING SCRUTINY

After the drawings are forwarded from the architect's desk, the structural engineer in the approving unit undertakes the scrutiny of the structural drawings. The engineers carry out detailed proof checks of the proposed design (remodeling, analysis and design checks) in the structural analysis software as per the latest relevant design codes. As all designs are examined through this process, a TAT of 5 days has been allocated to process the drawings from the structural desk. Further, with fresh and inexperienced engineers carrying out the structural designs, a host of corrections and drawing revisions drastically increases the processing time.

Over the years, this process has turned out to be a major bottleneck during the time of approval due to following reasons;

- a) Significant increase in the number of applicants seeking different kinds of construction permits (building, warehouse, sports complex etc).
- b) The number of structural engineers in the unit has not increased proportionately. The two engineers in the structure unit have been carrying out the detailed scrutiny of every design. Sometimes it also requires visits to sites to verify the site conditions. Many times, the engineers also need to accompany the building inspectors when an issue arises at site.
- c) Submission of low-quality drawings and designs by the practicing engineers, relying on the engineers in the division to perform the detail proof check and instructions for revision. As more of this happens, designers become complacent, failing to do proper designs.
- d) At times, in order to endorse the drawing and to ensure safe and sound structural design, the engineers in the division land up redesigning everything for the applicant. This heavily affects the overall TAT for the structural scrutiny process.

WAY-FORWARD:

In view of the aforementioned reasons and to enable quick public service delivery, the approval procedures and in particular, the structural unit will strictly align with the Clause 2.2.2 as spelled out in the DCR 2016. The designer shall be fully accountable for the structural integrity and safety of the proposed structural design. An undertaking letter shall be signed and submitted by the designer in the prescribed form accepting full responsibility for the preparation of plans, structural designs/drawings and reports or to supervise the building, including liability in case of direct or indirect damages or loss. A proof check by an experienced structural engineer shall be required for designs done by engineers with less than 10 years of experience.

In doing so, the approving unit in CoED will only examine the basic checks and requirements as mentioned below:

1. Ensure that the structural analysis and design is done in accordance with the relevant Codes of Practice.
2. Ensure that the structural drawings are in line with corresponding architectural drawings. Plumbing and sewerage drawings can be forwarded to O&MD for site verification and approval.
3. Ensure all the structural elements (e.g. roof truss, footings, etc) are well within the owner's registered plot boundary.
4. Check the minimum size of columns.
5. Check span-to-depth ratio for beams.
6. Check plan and height aspect ratio.

By implementing these proposed changes in the existing system, the following outcomes can be anticipated:

- 1) CoED will be in a better position to provide services to the increased number of applicants with existing staff strength.
- 2) Since the accountability is directly fixed to the designers and building owners/developer, the competency of the practicing structural engineers/designer is expected to enhance significantly. This will have a positive outcome in the professional development of the engineers as a whole.
- 3) The current TAT time of 5 days for structural drawings can be significantly reduced to just about 1 day (i.e after receiving the drawing on the structural desk).
- 4) The structural engineers in the division will be able to provide technical assistance to the Inspection & Monitoring Section, thus focusing more on monitoring/regulating the construction activities within the Thromde.
- 5) Moreover, the structural engineers shall support the division to review and improve the existing rules and regulations; develop guidelines and SOPs with regard to building construction to ensure better public service delivery.

RESPONSIBILITY OF C
1. It is the respo
and cor
2. In

RESPONSIBILITY OF OWNER

1. It is the responsibility of the owner to seek the services of an experienced, professional and competent structural designer/engineer.
2. In case of any changes or deviations from the approved drawings, the onus to get prior approval for such changes from approving authority falls on the building owner/developer.
3. The owner shall furnish the required documents (e.g latest lagthram, site plan, etc) for the design of the structure.
4. The owner shall accept and sign the undertaking submitted by the structural designer.

MINIMUM QUALIFICATION AND WORK EXPERIENCE FOR STRUCTURAL DESIGNER/ENGINEER

1. Engineers must be registered with the Engineering Council of Bhutan and submit a valid certificate as issued by the council.
OR
2. A degree in civil engineering with at least five years' experience in structural design.
OR
3. A master's degree in structural engineering from a recognized institute and at least two years' experience in structural design work.

Note:

All structural design carried out by the engineer mentioned above in serial No. 1 & 2 must be counter checked by competent structural engineer before submission to Thimphu Thromde. This shall not imply to those structural engineers with more than 10 years of experience in structural design works.

RESPONSIBILITIES OF STRUCTURAL DESIGNER/ENGINEER

1. Structural Designers must ensure that the structural analysis and design conforms to the latest relevant codes of practice and is structurally safe for the use proposed. It has to fulfill all the requirements as laid in BBR 2018 and DCR 2016.
2. Structural Designer must ensure that all structural members are proposed within the owners registered plot boundary. (Overlay plot boundary in footing layout plan & roof truss layout plan)
3. Design Engineer must provide technical guidance pertaining to any issues or doubts related to structural design or drawings at site to the builder or owner.
4. Designers must consider the plot profiles & site conditions of the adjacent plots for the designing in order to avoid structural related issues in future.

- SUMMARY OF THE PRO
SN De
5. As reflected in the DCR 2016, designs should be done to avoid excessive excavations & destabilize the area. In such cases, structural measures should be included as part of the drawings.
 6. Thimphu Thromde recommends the designers to undertake proper topographic surveys along slopes to understand the extent of slope cutting. Designers are also encouraged to adopt split-level constructions on slopes to reduce excessive excavations.
 7. For slope excavations of more than 5m height, designers must provide technical remedial measures to stabilize the slopes. A proper set of structural drawings for retaining walls must be submitted along with building drawings.

MINIMUM QUALIFICATION AND WORK EXPERIENCE FOR COUNTER/PROOF CHECK ENGINEER

The person who wishes to be a proof checker must be a competent:

- a) Civil engineer with a minimum of 10 years of minimum work experience in the structural design works.
- b) Structural engineer with Masters with 2 years of minimum work experience in the structural design works.

RESPONSIBILITIES OF STRUCTURAL COUNTER/PROOF CHECK ENGINEER

The Proof checker must check and ensure the overall structural integrity of the structural design. It is the responsibility of the proof checking engineer to provide technical guidance and solution to any design related issues and doubts.

SUMMARY OF THE PROPOSAL

SN	Description	Existing Structural Scrutiny	Proposed Structural Scrutiny	Remarks
1	TAT	5 working days	1 working days	TAT reduced by 4 days
2	Designer Accountability	Not Clear	Design Engineer	Ensured
3	Proof Check	CoED	Counter/Proof Check Engineer	Check & Balance in design (Register with Thimphu Thromde, counter sign in the drawings)
4	Owner	Not clear	Take full responsibility for proper design and construction. Get services from competent & Professional Designer	Owners are also accountable during design and construction period
5	Comprehensive undertaking	Not clear	Revised undertaking for both owner and designer	Designer and owner responsibilities are defined

UNDERTAKING LETTER FOR DESIGNER & BUILDING OWNER

Date:

Name of Structural Designer(s):

Name of Owner(s):

Plot No:

Thram No:

Location:

- 1) It is ensured that the structural analysis and design conforms to the latest relevant codes of practice. It also has to fulfill all the requirements as laid in BBR 2018 and DCR 2016.
- 2) Undersigned designer assures that all structural members designed are within the owners registered plot boundary.
- 3) Proper topographic survey has been undertaken to understand the extent of slope cutting. In order to minimize excessive excavation during construction, the building owner has been advised to adopt split-level concepts.
- 4) In case of any excavations beyond 5m height, the designer understands the importance of providing technical remedial measures to stabilize the slopes. A proper set of structural drawings for retaining walls will be submitted along with building drawings.
- 5) Designer will provide technical guidance pertaining to any issues or doubts related to structural design or drawings at site during construction.
- 6) The building owners undertake to carry out the construction as per the approved drawings.
- 7) In case of any changes or deviations from the approved drawings, the building owner ensures to get prior approval for such changes/revision from approving authority.
- 8) The building owner shall reinstate any damages/loss caused to any public/private properties during the construction of the building.

Enclosed: a) Endorsed copy of designer's certificate
b) CID Copy of designer & owner

(Affix
Legal
Stamp)

Structural Engineer

Name:

CID:

Contact No.

(Affix
Legal
Stamp)

Building Owner

Name:

CID:

Contact No.

Witness

Name:

CID:

Contact No.

MUNICIPAL SOLID WASTE
COLLECTION CONTRACT
EXTENSION AND VEHICLE
MODALITY

Thromde Environment Division
May 10, 2022

OUTLINE

1. Contract Extension additional amount:

2. Modality on how to give/extend the new waste collection vehicles:

20XX

PITCH DECK

2

COST OF MSWC

Clean City (2016)	445,290	5,343,480
Greener Way (2020)	782,100	9,385,200
Green Bhutan Services (2020)	489,900	5,878,800
	1,717,290	20,607,480

20XX

3

HOWEVER...

Clean City has been working at the same rate for the past 6 years (since 2016). At the time, they considered the price of fuel as Nu. 50 per litre.

Currently, the fuel price (diesel) has risen to almost Nu.110/litre, which is about a 120% increase from their initial estimation. In addition to this, the number of households in North Thimphu Thromde has increased substantially in the last 6 years, causing an increase in expenditure. Notwithstanding this recent hike, Clean City had to make budget cuts to make ends meet since their first contract extension in 2020 (when the new bids from Greener Way and Green Bhutan Services were approved).

20XX

PITCH DECK

4

HOWEVER...

FUEL EXPENSES (NOVEMBER 2021 - MAY 2022)									
Sl#	Month	BG-1A-0795	BG-1A-0854	BG-1A-0341	BG-1A-0667	Total Rate/L	Liters/Trip	Grand Total monthly	Remarks
1	Nov-21	43	41	39	29	152	82.93	25	315,134.00
2	Dec-21	48	40	50	30	168	70.32	25	295,344.00
3	Jan-22	47	24	57	38	166	72.21	25	299,671.50
4	Feb-22	23	7	56	46	132	81.2	25	267,960.00
5	Mar-22	15	18	88	14	135	100.55	25	339,356.25
6	Apr-22	56	38	57	0	151	102.57	25	387,201.75
		12	8	10	0	30	109.29	25	81,967.50
7	May-22	7th May till 31st May = 22 days (Assuming fuel price to be @ 109.29/litre only until 31/5/2022 @ Nu.16393.50 / day (Nu.109.29 x 6 trips x 25 litres/trip))						360,657.00	1st May till 6th May for 5 days (@ Nu. 109.29/litre X 6 trips X 25 litres/trip X 5 days = Nu. 81,967.50)
TOTAL EXPENSES FOR FUEL FOR MAY 2022									442,624.50
									In deficit by Nu.8240.5 (Rec Nu.436,384 - Nu. 442,624.50 Exp)

20XX

PITCH DECK

5

VOIDS IN DATA

Since the original SBDs of Greener Way and Green Bhutan Services (2020) cannot be located, it is difficult to calculate just for the increase in fuel price.

ISSUES

VEHICLE MODALITY

All the new vehicles (20) cannot be distributed among the waste service providers. Tentatively, 2 small compactors will be distributed to each service provider (6 vehicles)

20XX

6

4TH THROMDE TSHODGE

The Executive Secretary shared that there are only 3 contractors who are willing to provide waste services currently. There contracts have ended and the Management has decided to extend their term by 1.5 years before the next mode of waste collection service has been adopted. The service providers have appealed to Thromde to increase their monthly payment as they are unable to meet daily operational costs at the earlier rate. The executive secretary submitted that there is a need to do a proper rate analysis which taking into account the yearly inflation rate - usually calculated at 5% every year and the recent drastic fuel price hike, i.e. from Nu 50 (in 2016) to Nu 100 (in 2022).

He also shared that although we are supposed to increase the service charges every year based on inflation of 5% but since we haven't done it since 2016, we now have to calculate the inflation at 30% (from 2016-2022). The fuel price has also increased by 50-100%. These need to be considered while calculating the costs especially for the extended period of 1.5 years after which we will have a proper understanding of the type of contracts or agreements we need to make with future waste service providers. The increase in the service charges can be used to provide financial support to the waste collection service providers to meet the current daily operational cost. The Chair also reported that the existing charge is solely for the collection of waste and it does not include the cleaning of street, drains and works at the landfill for which the cost is all borne by Thromde alone.

20XX

PITCH DECK

7

CONTRACT EXTENSION

Clean City	Greener Way	Green Bhutan Service	Clean City (30%)	Greener Way(10%)	Green Bhutan Service(10%)
Current monthly payments			Thromde proposed monthly payments		
445290	782,100	489900	578877	860310	538890

20XX

PITCH DECK

6

CORRESPONDENCE WITH MOF

Sent MoF a letter regarding the fuel hike but no official response as of yet.

20XX

PITCH DECK

9

PERFORMANCE GUARANTEE MODALITY - INSURANCE

Comprehensive insurance on small and medium compactor (cost of vehicle includes green tax and spare parts) according to BIL:

1. Small compactor
 - Cost: Nu. 4,517,253/-
 - Actual premium: Nu. 132,846/- per year
 - Discounted premium: Nu. 106,467/- per year
2. Medium Compactor
 - Cost: Nu. 7,058,438/-
 - Actual premium: Nu. 205,905/- per year
 - Discounted premium: Nu. 164,914/- per year

Note: During the time of renewal, the value of vehicle will depreciate and a no-claim bonus discount of 20% can be availed (if one has no claim history). This no-claim bonus will increase every year by 10% during renewal (40% is the last NCB provided for commercial vehicle).

20XX

PITCH DECK

10

WHAT THE INSURANCE COVERS

1. Natural calamities
2. Man-made calamities
3. Personal accident cover
4. Limited legal liability due to accidental damage for any permanent injury or death and unlimited legal liability for any damage caused to property

20XX

PITCH DECK

11

WHAT THE INSURANCE DOESN'T COVER

1. Wear and tear
2. Intoxicated driving
3. Mechanical breakdowns
4. Deliberate accidental loss
5. War and nuclear radioactivity damage
6. Exchange/loss/damage of parts
7. Negligence (no timely maintenance)

20XX

PITCH DECK

12

PERFORMANCE GUARANTEE MODALITY

	Unit Cost without spare parts	with 30% GT	15% performance guarantee	Qty.	Total (15%)	10% performance guarantee
Small Compactor	2,977,667.00	3,870,967.10	580,645.07	2.00	1,181,290.13	774,193.42
Medium Compactor	4,644,880.95	6,038,345.24	905,751.79	1.00	905,751.79	603,834.52
			Total performance guarantee amount		2,087,041.92	1,378,027.94

This security/performance guarantee ensures that the WSPs take care of the new vehicles. This guarantee can be in the form of a bank guarantee or a cash warranty. However, additional terms have to be imposed, including:

- 1) Costs of all major and minor repairs have to be borne by the WSPs
 - 2) Insurance premium must be borne by the WSPs (comprehensive insurance)
- Normal wear and tear will be accounted for during the handing taking of vehicles once the contract extension is completed.

20XX

PITCH DECK

13

DECISIONS REQUIRED (FOR 1.5 YEARS)

1. Contract Extension additional amount:
2. Vehicle modality/number of vehicles to be lent:

20XX

PITCH DECK

14

THANK YOU

20XX

15