



# EL PASO COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 4

P.O. BOX 3880  
(915) 764-2212



117 E. MAIN ST.  
FAX (915) 764-4840



FABENS, TX 79838-3880

## REGULAR MEETING MINUTES Tuesday, September 28, 2021

1. **Call Meeting to Order.**

President Juana Gutierrez called meeting to order at 6:00 p.m.

2. **Roll Call & Determination of Quorum.**

Quorum existed. Meeting proceeded.

		<u>Present</u>	<u>Absent</u>	<u>Comments</u>
Ms. Juana Gutierrez	President	X		
Ms. Thelma Quiñonez	Vice President	X		
Ms. Magda C. Flores	Secretary	X		
Mr. Israel Martinez	Member	X		
Mr. Jorge Carrasco	Member	X		

**District Staff:**

Mr. Jose Ramirez.	General Manager
Ms. Patty Cruz	Office Manager
Ms. Romie Martinez	Inventory Control Manager
Ms. Laura Olivas	Billing Clerk

**Consultants:**

N/A

**Visitors:**

Mr. Rafael Ramirez  
Mr. Max Madrid  
Ms. Alicia Carrillo  
Mr. Martin Madrid  
Mr. Luz Marquez  
Mr. Javier H. Madrid

3. **Pledge of Allegiance.**

4. **Take up, consider, and take action on meeting agenda.**

**Discussion:** No discussion.

**Motion made by Ms. Flores to approve the meeting agenda.**

**Seconded by Mr. Martinez.**

**Vote:**

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Other</u>
Ms. J Gutierrez	X			
Ms. T. Quiñonez	X			
Ms. M. Flores	X			
Mr. I Martinez	X			
Mr. J. Carrasco	X			

**Motion: Passed**



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**5. Take up, consider, and take action on Special Meeting Minutes for August 24, 2021.**

**Discussion:** No discussion.

**Motion made by** Mr. Martinez to approve Special Meeting Minutes for August 24, 2021.

**Seconded by** Ms. Flores.

<u>Vote:</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Other</u>
Ms. J Gutierrez	X			
Ms. T. Quiñonez	X			
Ms. M. Flores	X			
Mr. I Martinez	X			
Mr. J. Carrasco	X			

**Motion: Passed**

**6. Take up, consider, and take action on Meeting Minutes for August 24, 2021.**

**Discussion:** No discussion.

**Motion made by** Ms. Flores to approve Meeting Minutes for August 24, 2021.

**Seconded by** Mr. Carrasco.

<u>Vote:</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Other</u>
Ms. J Gutierrez	X			
Ms. T. Quiñonez	X			
Ms. M. Flores	X			
Mr. I Martinez	X			
Mr. J. Carrasco	X			

**Motion: Passed**

**7. Audience comments on Agenda items: 3-minute speaking time limit per person.**

Ms. Carrillo addressed the board regarding Agenda #9. She thinks it is unfair to pay a new Field Manager a high salary.

**8. Audience comments General Matters: 3-minute speaking time limit per person.**

Mr. Marquez spoke to the Board about the cemetery well and the R.O. not producing water.

Mr. Ramirez thanked the Board for lowering the tax rate. He also commented on the good quality of water.

**9. Take up, consider and take action to approve Salary Scale for Field Manager Position.**

**Discussion:** Mr. Ramirez asked the board for approval of a pay scale of \$49,000-\$59,000 for Field Manager position and authorization for him to negotiate salary dependent on management experience and water and wastewater experience. Mr. Ramirez pointed out that salaries here in the district are lower than comparable districts in Texas, based on TRWA scales. Mr. Ramirez gave examples of comparable salary scales from Fabens ISD.

**Motion made by** Ms. Flores to approve Salary Scale for Field Manager Position of \$49,000-\$59,000 and that the salary be negotiated by the District Manager.

**Seconded by** Mr. Carrasco.

<u>Vote:</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Other</u>
Ms. J Gutierrez	X			
Ms. T. Quiñonez		X		
Ms. M. Flores	X			
Mr. I Martinez			X	
Mr. J. Carrasco	X			

**Motion: Passed**



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**10. Take up, consider, and take action to accept Mr. Israel Martinez's resignation from the District's Board of Directors.**

**Discussion:** No discussion.

**Motion made by Ms. Flores** to accept Mr. Israel Martinez's resignation from the District's Board of Directors.

**Seconded by Mr. Carrasco.**

**Vote:**

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Other</u>
Ms. J Gutierrez	X			
Ms. T. Quiñonez	X			
Ms. M. Flores	X			
Mr. I Martinez			X	
Mr. J. Carrasco	X			

**Motion: Passed**

**11. Kemp Smith Update**

N/A

**No action required for this item.**

**12. CDM Smith Update**

N/A

**No action required for this item.**

**13. General Manager Update**

- Collection rate for August—99%, 31 cutoffs, 3 remain unpaid
- On September 14, 2021, our staff attended a re-certification CPR class held here at Board room.
- TCEQ performed the water inspection for our District today. He will update with findings next month.
- The refrigeration unit for the Board room has been replaced by our staff. This job was completed on September 16.
- Erik from Watchful Innovations has upgraded our servers to help minimize the possibility of a cyber-attack.
- We have now started Positive Pay, a new banking security system. Patty will send a PDF file of the checks written that day and the bank will only process the checks on the list.
- Ms. Cyndi Carrasco has been re-assigned from the Warehouse Department to the Field Operations Department. She will fill one of the vacant positions of field operator. After she gets her licenses as an operator, she will be performing several operator duties. She will also be handling all the reports and data entry for the department.
- Lower Valley Water District has not yet submitted the permit request for the Wastewater Treatment plant that will be built on the Calcot property. They have started construction on the infrastructure for the Lourdes Este and Conquistador subdivisions.

**14. Executive Session.**

**No matter requiring Executive Session**

**15. Return to open session at : p.m. for possible discussion and action on Executive Session item(s).**

**No action required for this item.**

**16. Board member availability for the October 26, 2021 Regular Meeting**

All board members present will be available for the October 26, 2021, Regular Meeting.



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**17. Motion to adjourn.**

**Discussion:** No discussion.

**Motion made by** Ms. Flores to adjourn.

**Seconded by** Mr. Carrasco.

**Vote:**

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Other</u>
Ms. J. Gutierrez	X			
Ms. T. Quiñonez	X			
Ms. M. Flores	X			
Mr. J. Carrasco	X			

**Motion: Passed**

Meeting Adjourned at 6:29 p.m.

*Miguel C. Flores*  
Signature

10/26/21  
Date Approved