



# 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, January 24, 2023

**1. Call Meeting to Order.**

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

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

		<u>Present</u>	<u>Absent</u>	<u>Comments</u>
Ms. Juana Gutierrez	President	X		
Mr. Samuel Madrid	Vice President	X		
Mr. Jorge Carrasco	Secretary	X		
Ms. Thelma Quiñonez	Member	X		
Mr. Martin Madrid	Member	X		

**District Staff:**

Ms. Romie Martinez	Interim General Manager
Ms. Patty Cruz	Office Manager
Mr. Israel Martinez	Field Manager
Ms. Laura Olivas	Office Clerk

**Consultants:**

Mr. Sergio Estrada	Kemp Smith
Mr. Horacio Juarez	CDM Smith

**Visitors:**

Ms. Rosamaria Gallo-Avitia	Ms. Alicia Carrillo
Ms. Linda Rodriguez	Mr. Luz Marquez
Ms. Estella Ontiveros	

**3. Pledge of Allegiance.**

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

**Discussion:** Ms. Gutierrez amended item 12 to read El Paso County WCID #4.

**Motion made by Mr. S. Madrid** to approve meeting agenda with amendment to item 12.

**Seconded by Mr. Carrasco.**

**Vote:**

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

**Motion:** Passed.

**5. Take up, consider and take action on Special Budget Workshop Meeting Minutes for December 20,2022.**

**Discussion:** No discussion.

**Motion made by Mr. S. Madrid** to approve Special Budget Workshop Meeting Minutes for December 20, 2022.

**Seconded by Mr. Carrasco**



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

Motion: Passed.

**6. Take up, consider and take action on Special Meeting Minutes for December 20, 2022.**

**Discussion:** No discussion.

**Motion made by** Mr. Carrasco to approve Special Meeting Minutes for December 20, 2022.

**Seconded by** Mr. S. Madrid.

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

Motion: Passed.

**7. Public comments on Agenda items- Each speaker is allowed 3 minutes and must comply with the Policies and Procedures for Public Comment at Board meeting, adopted on August 27, 2019.**

No public comments made.

**8. Take up, consider and take action on adoption of new water and wastewater rate study as presented by GDS Associates.**

**Discussion:** Agenda item 8 was tabled awaiting further information.

**Motion made by** Mr. M. Madrid to table item 8 and item 9.

**Seconded by** Mr. S. Madrid.

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

Motion: Passed.

**9. Public Information Act training by Kemp Smith.**

Tabled Item 9. No action taken.

**10. Take up, consider and take action on semi-annual interest payment of \$123,632.50 and principal payment of \$36,000.00 to USDA-RD and US Bank and the transfer of funds needed to complete the payment due on February 15, 2023.**

**Discussion:** Ms. Cruz is asking the Board to approve the USDA-RD and US Bank interest and principal payment due on February 15, 2023.

**Motion made by** Mr. S. Madrid to approve the semi-annual interest payment of \$123,632.50 and principal payment of \$36,000.00 to USDA-RD and US Bank and the transfer of funds needed to complete the payment due on February 15, 2023.

**Seconded by** Mr. M. Madrid



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

Motion: Passed.

**11. Take up, consider and take action on semi-annual interest payment of \$123,632.50 and principal payment of \$115,000.00 to USDA-RD and US Bank and the transfer of funds needed to complete the payment due on August 15, 2023.**

**Discussion:** Ms. Cruz is asking the Board to approve the USDA-RD and US Bank interest and principal payment due on August 15, 2023.

**Motion made by** Mr. S. Madrid to approve the semi-annual interest payment of \$123,632.50 and principal payment of \$115,000.00 to USDA-RD and US Bank and the transfer of funds needed to complete the payment due on August 15, 2023.

**Seconded by** Mr. M. Madrid.

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

Motion: Passed.

**12. Take up, consider and take action on renewal of the TPDES permit for El Paso County WCID #4.**

**Discussion:** Ms. Martinez informed the Board the TPDES permit needs to be renewed every 5 years. The District WWTP permit will expire in January 2024. Mr. Juarez from CDM Smith will prepare the documents required by TCEQ at a cost not to exceed \$36,000.00

**Motion made by** Mr. S. Madrid to approve the renewal of the TPDES permit for El Paso County WCID #4.

**Seconded by** Mr. M. Madrid.

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

Motion: Passed.

**13. Take up, consider and take action to approve abandoning manhole at the Dollar General Store driveway entrance and relocating the sewer line with 3 additional new manholes.**

**Discussion:** Ms. Martinez is asking the Board to allow field staff to abandon the manhole and relocate the sewer line with 3 additional new manholes. After discussion, the sewer line would be relocated without the additional 3 manholes.

**Motion made by** Mr. S. Madrid to approve abandoning manhole at the Dollar General Store driveway entrance as presented with a cap of \$75,000.00.

**Seconded by** Mr. Carrasco.

<u>Vote:</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Other</u>
Ms. J Gutierrez	X			
Mr. S. Madrid	X			
Mr. J. Carrasco	X			



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Ms. T. Quiñonez  
Mr. M. Madrid

X			
X			

Motion: Passed.

**14. Take up, consider and take action to approve placing standpipes back in operation.**

**Discussion:** Ms. Martinez is asking the Board for approval to rehabilitate the CC Camp Standpipes.

**Motion made by** Mr. S. Madrid to approve placing standpipes back in operation for the amount of \$69,000.00 as stated.

**Seconded by** Ms. Quiñonez.

**Vote:**

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

Motion: Passed.

**15. Take up, consider and take action to approve a new Service Contract with CDM Smith for ongoing professional on call services in the amount of \$75,000.00.**

**Discussion:** Ms. Martinez is requesting the Board's approval of a new service contract with CDM Smith for ongoing professional engineering services in the amount of \$75,000.00.

**Motion made by** Mr. Carrasco to approve a new Service Contract with CDM Smith for ongoing professional on call services in the amount of \$75,000.00

**Seconded by** Mr. S. Madrid.

**Vote:**

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

Motion: Passed.

**16. Take up, consider and take action to approve the 2023 amended budget.**

**Discussion:** Ms. Martinez requested the Board approve the 2023 amended budget.

**Motion made by** Mr. S. Madrid to approve 2023 amended budget as presented.

**Seconded by** Mr. Carrasco.

**Vote:**

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

Motion: Passed.

**17. Kemp Smith Update**

N/A

**18. CDM Smith Update**

N/A



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## 19. General Manager Update

- November 2022 collection rate 99%, 23 cut offs, 2 remain unpaid
- December 2022 collection rate 97%, 78 cut offs, 12 remain unpaid
- The district's first newsletter went out with January's bills
- After discussions with Bond Counsel, Mr. Segura and Mr. Juarez it was determined that bonds cannot be used for a solar farm; only water and wastewater projects
- The district backed out from the County's ARPA NOFO \$550,000.00 grant as well as the principal forgiveness loan from the TWDB for the solar farm

### Field Manager Update

#### Water loss report

- Distributed just under 19.5 million gallons for the month of December
- 10% water loss for December because of water leaks (200,000 gallons lost)
- 7% loss overall for 2022

## 20. Public comments on issues of general concern – Each speaker is allowed 3 minutes and must comply with the Policies and Procedures for Public comment at Board Meetings, adopted on August 27, 2019.

Ms. Ontiveros is concerned about not having a place for the public during executive session as well as there not being enough seats for the public.

Ms. Carrillo is appalled with the amount of money the water district asks for each meeting. She wants the District to think about the residents.

Mr. Marquez does not have any information about the Cypress well. He questioned why the manhole at the Dollar General is not blocked off with a barricade.

## 21. Executive Session.

No items requiring executive session.

## 22. Board member availability for the February 28, 2023, Regular Meeting

All members present available for the February 28, 2023, Regular Meeting.

## 23. Motion to adjourn.

**Discussion:** No discussion.

**Motion made by** Mr. S. Madrid to adjourn.

**Seconded by** Mr. M. Madrid.

### Vote:

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

**Motion:** Passed.

**Meeting Adjourned at** 7:14 p.m.

Signature

3.2.23  
Date Approved