



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

P.O. BOX 3880

117 E. MAIN ST.

FABENS, TX 79838-3880

(915) 764-2212

FAX (915) 764-4840

## REGULAR MEETING MINUTES Tuesday, January 26, 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, Jr.	Member	X		
Mr. Jorge Carrasco	Member	X		

**District Staff:**

Mr. Jose Ramirez

Ms. Patricia Cruz

Mr. Martin Madrid

General Manager

Office Manager

Field Manager

**Consultants:**

Horacio Juarez

CDM Smith

**Visitors:**

Rafael Ramirez

Robert Tijerina

Tijerina, Galvan, Lawrence LLC (Via Zoom)

**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				
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 Budget Workshop Special Meeting minutes from December 15, 2020.**

**Discussion:** No discussion.

**Motion made by** Ms. Flores to approve the Budget Workshop Special Meeting minutes from December 15, 2020.

**Seconded by** Mr. Martinez.

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

**Motion:** Passed

6. **Take up, consider and take action on Special Meeting minutes from December 15, 2020.**

**Discussion:** No discussion.

**Motion made by** Mr. Martinez to approve the Special Meeting minutes from December 15, 2020.

**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	_____	_____	_____	_____
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 agenda item.**

N/A

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

N/A

9. **Presentation from Tijerina Galvan Lawrence LLC on Preliminary Debt Sizing scenarios.**

**Discussion:** Mr. Robert Tijerina made a presentation to the board on the various lending options available to the District for various water and sewer projects coming up that will need funding.

10. **Take up, consider and take action to Prioritize Projects for Funding.**

**Discussion:** Mr. Horacio Juarez is working on a PER for the District which needs approval as to what projects to include and in what priority order.

**Motion made** Ms. Flores to approve the PER to include projects in both primary and secondary lists as presented by Mr. Juarez and District staff.

**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			
Ms. T. Quiñonez				
Ms. M. Flores	X			
Mr. I. Martinez	X			
Mr. J. Carrasco	X			

Motion: Passed

**11. Take up, consider and take action on Semi-Annual Interest Payment of \$129,226.55 and Principal Payment of \$34,000.00 to USDA-RD and US Bank and Authorize the transfer of Funds as needed to complete 100% of the Payment due on February 20, 2021.**

Discussion: No discussion.

Motion made by Ms. Flores to approve the payment of \$129,226.55 and Principal Payment of \$34,000.00 to USDA-RD and US Bank and authorize the transfer of funds as needed to complete 100% of the payment due on February 20, 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				
Ms. M. Flores	X			
Mr. I. Martinez	X			
Mr. J. Carrasco	X			

Motion: Passed

**12. Take up, consider and take action on Semi-Annual Interest Payment of \$128,758.75 and Principal Payment of \$105,000.00 to USDA-RD and US Bank and Authorize the transfer of Funds as needed to complete 100% of the Payment due on August 20, 2021.**

Discussion: No discussion.

Motion made by Mr. Martinez to approve the Semi-Annual Interest payment of \$128,758.75 and Principal Payment of \$105,000.00 to USDA-RD and US Bank and authorize the transfer of funds as needed to complete 100% of the payment due on August 20, 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				
Ms. M. Flores	X			
Mr. I. Martinez	X			
Mr. J. Carrasco	X			

Motion: Passed.

**13. Take up, consider and take action on extending the Covid-19 pay for those employees that have not used the 10 days.**

Discussion: Mr. Ramirez explained to the board that the Department of Labor had come up with the Families First Corona Act in 2020 which allowed employees up to eighty hours of paid time off for Covid-19 related situations and that it expired on December 31, 2020. He mentioned that several employees had



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not used any Covid-19 time off in 2020 and requested for the two weeks approved from last year to carry over for those employees that did not use them since Covid-19 is still very active in 2021.

**Motion made by Ms. Flores** to approve to extend the Covid-19 pay into 2021 for those employees that have not used their allotted 10 days.

**Seconded by Mr. Carrasco.**

**Vote:**

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

**Motion:** Passed

**14. Kemp Smith Update.**

**Discussion:** N/A

**No action required for this item**

**15. CDM Smith Update.**

**Discussion:** N/A

**No action required for this item.**

**16. General Manager Report.**

**Discussion:**

- The Collection rate for November is 98% with 39 cutoffs and 1 remains unpaid.
- The Collection rate for December is 99% with 17 cutoffs and 1 remains unpaid.
- As per Drew's request, the certified mail that was sent to Mr. Luz Marquez has been re-sent by regular mail. We have not received the packet back.
- The exit interview form from January 5<sup>th</sup> on TCEQ's wastewater inspection was emailed to you all on the same day. We had to make some on-call schedule and log-in changes so that we could comply with TCEQ's rules. With the exception of these two items, everything else went really well during the inspection.
- We have installed a new sewer line with taps on 8<sup>th</sup> St., this line was installed to be able to serve 1 customer at the south end of the street. We went ahead and extended the line to the north part so that we can eliminate the existing line that is located inside the backyards of our customers. We had the customer pay for 1/2 of the total cost of the line going south, since it is in the best interest of this District to have the line relocated. The only thing we need to do now is to go into the customers yards and connect from the newly installed service line to their existing line in the backyard. We cannot make these customers pay for the installation of the service line. The District will have to pay for the installation. Our staff will be installing these lines, which is a total of three customers.
- The owner from the Fast Trac has contacted me again regarding a new truck stop he wants to build on the North side of I-10, east of the bridge (where the arroyo is), cross the arroyo and then head west along I-10, then cross Fabens Rd. to the location where the new truck stop will be. This is exactly how Horacio was planning the relocation, Since the District was going to have to relocate the line at our expense, Jr. from Fast Trac might want some form of compensation for us to be able to utilize the line for our existing customer or an agreement for us not be able to connect any other customer. We will bring to the Board of Directors any further development on this topic.



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- We emailed you all the letter from TCEQ dated January 13, 2021 regarding the investigation that was done by them regarding the leak on J St & 1<sup>st</sup> St. As the letter states, no violations were found during the TCEQ investigation.

**No action required for this item.**

17. **Executive Session**

No items requiring Executive Session

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

Not applicable

19. **Board Member Availability for the February 23, 2021 Regular Meeting.**

**Discussion:** All board members present will be available for the February 23, 2021 Regular Meeting.

**No action required for this item.**

20. **Motion to adjourn.**

**Discussion:** No discussion

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

**Seconded by Mr. Martinez.**

**Vote:**

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

**Motion:** Passed

Meeting adjourned at **7:28** p.m.

*Ingrid C. Flores*  
Signature

2/23/2021  
Date Approved