

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

BOARD OF DIRECTORS REGULAR MEETING TUESDAY, January 27, 2026, at 6:00 P.M. 117 EAST MAIN ST., IN FABENS, TEXAS

The El Paso County W.C.I.D. #4 will convene as posted to consider and/or take action on the following agenda items: (Items do not have to be taken in the same order as shown on this meeting notice.)

AGENDA

1. Call meeting to order.
2. Roll Call and Determination of Quorum.
3. Pledge of Allegiance.
4. Take up, consider, and take action on the meeting agenda.
5. Take up, consider, and take action on Regular Meeting Minutes from December 30, 2025.
6. Public Comments on Agenda Items-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.
7. Take up, consider, and take action on the Simplified Employee Pension (SEP) matching percent for 2026.
8. Take up, consider, and take action on the semi-annual interest payment of \$27,740 and Principal payment of \$40,000.00 to the USDA-RD, and authorize the transfer of funds needed to complete 100% of the payment due on February 15, 2026.
9. Take up, consider, and take action on the semi-annual interest payment of \$360,107 to US Bank for the 2025 Bond Series loan.
10. Take up, consider, and take action to approve and adopt Resolution No. 2026-01 authorizing a salary adjustment for the District Finance Manager.
11. Take up, consider, and take action to approve the VFD replacements at Well #4, 10th Street, and the Wastewater Treatment Plant for a total of \$197,064.
12. Presentation and Discussion of Memorandum on Nepotism.
13. Kemp Smith Update.
14. CDM Smith Update.
15. District Finance Manager Report
16. General Manager Report.
17. Executive Session.

The Meeting may be closed under the following Texas Government Code of the Open Meetings Act for discussion as follows:

- A. Attorney Consultation Code (§ 551.071)
- B. Deliberations Regarding Real Property Code (§ 551.072)
- C. Deliberations Regarding Personnel Matters Code (§ 551.074)
- D. Deliberations Regarding Security Devices or Security Audit (§ 551.076)
- E. Deliberations Regarding Cybersecurity to Protect Critical Infrastructure (§ 551.0761)

Any final action as a result of this closed discussion will be held at the opening of the meeting or at any subsequent meeting.

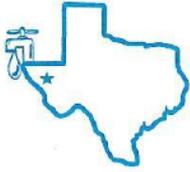
18. Return to open session for possible discussion and action on executive session items(s).
19. Board member availability or date change for February 24, 2026 Regular Meeting.
20. Adjourn.

I, the undersigned authority, hereby certify that the above Notice of Meeting of the Board of Directors of the El Paso County Water Control & Improvement District No. 4 is a correct copy of the Notice and that I posted the Notice at the Fabens Post Office and a the District Office Bulletin board located at 117 E. Main Street, Fabens, Texas 79838, and provided a notice to the El Paso County Clerk for posting in accordance with the Texas Open Meetings Act as required by law.

In this Notice of Open Meeting, the posting of an agenda item as a matter to be discussed in open session is not intended to limit or require discussion of that matter in open session if it is otherwise appropriate for discussion in executive session the Board may, as permitted by law, adjourn into executive session to deliberate on the matter.

The posting of an agenda item as a matter of law to be discussed in executive session is not intended to limit or require discussion of that matter in executive session. The Board may discuss in open session any matter for which notice has been given in this Notice of Open Meeting, including an agenda item in executive session.

Israel Martinez, General Manager
El Paso County Water Control & Improvement District #4



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REGULAR MEETING MINUTES Tuesday, January 27, 2026

1. Call Meeting to Order.

President Juana Gutierrez called the meeting to order at 6:01 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		
Mr. Martin Madrid	Member	X		
Ms. Ana M. Sanchez	Member	X		

District Staff:

Mr. Israel Martinez	General Manager
Ms. Romie Martinez	District Finance Officer
Ms. Patty Cruz	Office Manager

Consultants:

Mr. Horacio Juarez, CDM Smith
Mr. Niclaus Jimenez, Kemp Smith

Visitors:

Mr. Armando Rubalcaba	Mr. Raul Lopez
Ms. Linda Rodriguez	Ms. Alicia Carillo
Mr. Enrique Calzadias	Mr. Roberto Silva
Ms. Josie Silva	

3. Pledge of Allegiance.

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

Discussion: N/A

Motion made by Mr. S. Madrid to approve the meeting agenda.

Seconded by Ms. A. Sanchez

<u>Vote:</u>	<u>Aye</u>	<u>Nav</u>	<u>Abstain</u>	<u>Other</u>
Ms. J Gutierrez	X			
Mr. S. Madrid	X			
Mr. J. Carrasco	X			
Mr. M. Madrid	X			
Ms. A. Sanchez	X			

Motion: Passed.

5. Take up, consider, and take action on Regular Meeting Minutes from December 30, 2025.

Discussion: N/A

Motion made by Mr. S. Madrid to approve the Regular Meeting Minutes from December 30, 2025.

Seconded by Ms. A. Sanchez



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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			
Mr. M. Madrid	X			
Ms. A. Sanchez	X			

Motion: Passed.

6. **Public comments on Agenda Items- 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.**

No public comments

7. **Take up, consider, and take action on the Simplified Employee Pension (SEP) matching percent for 2026.**

Discussion: Mr. Martinez requested approval from the board on the continuance of a 5% match for the Simplified Employee Pension (SEP) for 2026.

Motion made by Mr. S. Madrid to approve a 5% match on the Simplified Employee Pension (SEP) for 2026.

Seconded by Mr. J. 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			
Mr. M. Madrid			X	
Ms. A. Sanchez	X			

Motion: Passed

8. **Take up, consider, and take action on semi-annual interest payment of \$27,740 and principal payment of \$40,000 to the USDA-RD, and authorize the transfer of funds needed to complete 100% of the payment due on February 15, 2026.**

Discussion: Mr. Martinez requested approval to transfer \$67,740 to cover the interest and principal payments due on February 15, 2026, to USDA-RD.

Motion made by Mr. S. Madrid to approve the semi-annual payment of \$27,740 and principal payment of \$40,000 to the USDA-RD and authorize the transfer of funds needed to complete 100% of the payment due on February 15, 2026.

Seconded by Mr. J. 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			
Mr. M. Madrid		X		
Ms. A. Sanchez	X			

Motion: Passed

9. **Take up, consider, and take action on the semi-annual interest payment of \$360,107 to US Bank for the 2025 Bond Series loan.**

Discussion: Mr. Martinez requested approval to transfer \$360,107 to US Bank for the semi-annual interest payment on the 2025 Bond Series loan.

Motion made by Mr. S. Madrid to transfer \$360,107 to cover the semi-annual payment to US Bank for the 2025 Bond Series loan.



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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			
Mr. M. Madrid		X		
Ms. A. Sanchez	X			

Motion: Passed

10. **Take up, consider, and take action to approve and adopt Resolution No. 2026-01 authorizing a salary adjustment for the District Finance Manager.**

Discussion: Ms. J. Gutierrez had some concerns with the wording on the Resolution and asked Legal Counsel to make some corrections.

Motion made by Mr. S. Madrid to table item #10 until further review by legal counsel.

Seconded by Ms. A. Sanchez.

<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			
Mr. M. Madrid	X			
Ms. A. Sanchez	X			

Motion: Passed

11. **Take up, consider, and take action to approve the VFD replacements at Well #4, 10th Street, and the Wastewater Treatment Plant for a total of \$197,064.**

Discussion: Mr. Martinez presented a PowerPoint to the Board covering all three sites. The presentation included photographs of the VFDs requiring replacement and identified the number of years each unit has been in service. The VFDs are approximately fifteen years old and have reached the end of their useful life, which explains the issues currently being experienced.

Motion made by Mr. S. Madrid to approve the VFD replacements at Well #4, 10th Street, and the Wastewater Treatment Plant for a total of \$197,064.

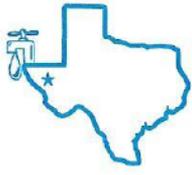
Seconded by Ms. A. Sanchez.

<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			
Mr. M. Madrid		X		
Ms. A. Sanchez	X			

Motion:

12. **Presentation and Discussion of Memorandum on Nepotism.**

Mr. Nick Jimenez, Legal Counsel, gave a summation of their findings after reviewing the district's employment practices as they relate to family relations and the Texas Government Code 573. They confirmed that no board member appointed, confirmed, or voted for the employment of someone related to them within a prohibited degree. Any employee hired before a family member took office or a management role is not subject to the nepotism prohibition. No employee is supervising a relative or controlling a relative's compensation in violation of this policy. In conclusion, the district is compliant with Chapter 573 of the Texas Government Code and its own nepotism policy.



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13. Kemp Smith Update

The Nepotism presentation was part of the Kemp Smith update.

14. CDM Smith Update

Mr. Horacio Juarez gave updates on the Ikard Lift Station and the 10th St. raw water tank.

15. District Finance Manager Report

Ms. Martinez reviewed all bank accounts and balances and informed the Board of the interest earned in 2025 for each account. She also updated the Board on all outstanding loans, including current balances and maturity dates.

16. General Manager Update

- The collection rate for December is 98% with 53 cut-offs and 20 remaining unpaid.
- The wells pumped a total of 17 million gallons for December
- The December water loss is at 6%
- Current levels for TDS are 770, PH at 7.3, Chlorine at the tank is at 1.10, and .80 district wide.
- There were no issues with any of the district's operations during this weekends low cold temperatures. The field operators winterized all sites in early November in anticipation of this type of weather.
- On Tuesday of last week, several calls were received about low water pressure. The VFD had not turned on, upon arrival Mr. Apodaca turned it on. The psi increased and sustained itself between 70-77 psi. It did not drop below the 20 psi threshold. Per TCEQ, 35 psi is the required minimum in any system. Dropping below 20 requires a boil water notice to be sent out. Mr. Martinez and Mr. Apodaca couldn't determine why the VFD did not turn on and had Entero Automation come out within 48 hours to assess and fix the issue. This is one of the reasons why new VFD's are being ordered.
- That same night, Tuesday the 20th, Mr. Martinez attended and spoke at the monthly Fabens Association meeting with the County. He presented to the public the wipe initiative and asked them to spread the word; He received positive feedback especially on the quality of water the district provides.

17. Executive Session.

N/A

18. Return to open session at for possible discussion and action on Executive Session item(s).

N/A

19. Board member availability for the February 24, 2026, Regular Meeting

All board members are available for the February 24, 2026, Regular Meeting.



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20. **Motion to adjourn.**

Discussion: N/A

Motion made by Mr. S. Madrid to adjourn.

Seconded by Ms. A. Sanchez.

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			
Mr. M. Madrid	X			
Ms. A. Sanchez	X			

Motion: Passed.

Meeting Adjourned at 6:47 p.m.

Signature

2-24-26

Date Approved