



# 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, October 24, 2023 at 6:00 P.M.

117 EAST MAIN ST., IN FABENS, TEXAS

Zoom Meeting Link: <https://us02web.zoom.us/j/7098341122?pwd=N09xeTFNUTDBScDAxSnBxUT09>

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 Meeting Agenda.
5. Take up, consider and take action on Regular Meeting Minutes from August 22, 2023.
6. Take up, consider and take action on Special Meeting Minutes from September 19, 2023
7. Take up, consider and take action on Regular Meeting Minutes from September 19, 2023.
8. 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:
9. Take up, consider and take action on negotiating a contract with GA Architects for the Veterans Memorial Project for Architectural Services, Landscape Design, and Engineering Services.
10. Take up, consider and take action on Simplified Employee Pension (SEP) matching percent for 2024.
11. Discuss personnel matters regarding General Manager.
12. Kemp Smith Update.
13. CDM Smith Update.
14. General Manager Report.
15. 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:
16. Executive Session.
  - Meeting to be closed under the following Texas Government Code of the Open Meetings Act for discussion as follows:
    - A. Attorney Consultation Code 551.071
    - B. Real Property Code 551.072
    - C. Personnel Matters Code 551.074
  - Any final action as a result of this closed discussion will be held at the opening of the meeting or at any subsequent meeting.
17. Return to open session for possible discussion and action on executive session item(s).
18. Board member availability or date change for the November 28, 2023 Regular Meeting.
19. 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 at 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 to discuss the matter in executive session. If during the discussion of any agenda item, a matter is raised that is 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 posted for executive session. In no event, however, will the board take action on any agenda item in executive session.

Jose Ramirez  
El Paso County Water Control & Improvement District #4  
General Manager



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## REGULAR MEETING MINUTES Tuesday, October 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:**

Mr. Jose Ramirez.  
Ms. Romie Martinez  
Ms. Laura Olivas

General Manager  
Inventory Control Manager  
Office Clerk

**Consultants:**

Mr. Sergio Estrada

Kemp Smith

**Visitors:**

Mr. Roberto Silva  
Ms. Linda Rodriguez

Ms. Josie Silva  
Ms. Estella Ontiveros

**3. Pledge of Allegiance.**

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

**Discussion:** No discussion.

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

**Seconded by Mr. J. 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 Regular Meeting Minutes for August 22, 2023.**

**Discussion:** No discussion.

**Motion made by Mr. S. Madrid to approve Regular Meeting Minutes for August 22, 2023.**

**Seconded by Mr. J. 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			



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Motion: Passed.

**6. Take up, consider and take action on Special Meeting Minutes from September 19, 2023**

**Discussion:** No discussion.

**Motion made by** Mr. S. Madrid to approve Special Meeting Minutes from September 19, 2023.

**Seconded by** Mr. J. 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.

**7. Take up, consider and take action on Regular Meeting Minutes from September 19, 2023.**

**Discussion:** No discussion.

**Motion made by** Mr. S. Madrid to approve Regular Meeting Minutes from September 19, 2023.

**Seconded by** Mr. J. 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.

**8. 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 made.

**9. Take up, consider and take action on negotiating a contract with GA Architects for the Veterans Memorial Project for Architectural Services. Landscape Design and Engineering Services.**

**Discussion:** Mr. S. Madrid asked Ms. Martinez if price was the determining factor in the selection of architectural firm. Ms. Martinez explained that selection was based on the services offered, experience and background of each firm.

**Motion made by** Mr. S. Madrid to approve negotiating a contract with GA Architects for the Veterans Memorial Project for architectural services, landscape design and engineering services.

**Seconded by** J. 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.

**10. Take up, consider and take action on Simplified Employee Pension (SEP) matching percent for 2024.**

**Discussion:** Mr. Ramirez verified that the matching percent for 2024 remains at 5%.

**Motion made by** Mr. S. Madrid to approve Simplified Employee Pension (SEP) matching percent for 2024 as presented.

**Seconded by** Mr. J. 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.

**11. Discuss personnel matters regarding General Manager.**

Item discussed in executive session. No action taken.

**12. Kemp Smith Update**

N/A

**13. CDM Smith Update**

N/A

**14. General Manager Update**

- No collection update.
- Last month some concerns were expressed regarding the generators that have been purchased.
  - The last generator was purchased in 2017 for I-10 tank.
  - Pictures were presented for the following generators:
    - Cummins generator, year built 2011, 10<sup>th</sup> St.
    - Transfer switch, 10<sup>th</sup> St, was brought to the Board in August 2021 for replacement,
    - Cummins Southwest serviced and reprogrammed the switch. The replacement cost for the switch was estimated at \$56,995.00. It was repaired for \$2061.62.
    - Ikard Lift Station, year built 2002
    - Portable generator, year built 1995
    - Wastewater treatment plant generator, year built 2009
    - Well #3 generator, year built 1985
    - Well #4 generator, year built 1985

**15. 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. Estella Ontiveros referred to her speech from August 22, 2023, and she feels that what was stated on the agenda was wrong; it was not a personal attack or statement.

**16. Executive Session.**

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

- A. Personnel Matters Code 551.074

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

Board convened into Executive Session at 6:14 pm

Time in Executive Session 62 minutes.

From 6:14 pm to 7:16 pm.



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**Motion made by Ms. T. Quiñonez to enter executive session.**

**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.**

**17. Return to open session at 7:16 p.m. for possible discussion and action on Executive Session item(s).**

**Motion made by Mr. S. Madrid to return to open session.**

**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.**

**18. Board member availability for the November 28, 2023, Regular Meeting.**

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

**19. Motion to adjourn.**

**Discussion:** No discussion.

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

**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			
Ms. T. Quiñonez	X			
Mr. M. Madrid	X			

**Motion: Passed.**

Meeting Adjourned at 7:30 p.m.

  
\_\_\_\_\_  
Signature

12-17-23  
\_\_\_\_\_  
Date Approved