

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, October 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.

		<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. 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	Office Clerk

Consultants:

Mr. Horacio Juarez	CDM Smith
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Visitors:

Ms. Alicia Carrillo	Ms. E. Ontiveros
Mr. Moises Olmos	Ms. Alicia Madrid
Mr. Martin Madrid	Mr. Sammy Madrid
Mr. Pete Mendoza	Ms. Myra
Mr. Luz Marquez	Mr. Julian Gutierrez

3. Pledge of Allegiance.

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

Discussion: No discussion.

Motion made by Ms. Flores to approve meeting agenda.

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. J. Carrasco	X			

Motion: Passed

5. Take up, consider, and take action on Regular Meeting Minutes for September 28, 2021.

Discussion: No discussion.

Motion made by Ms. Flores to approve Regular Meeting Minutes for September 28, 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. J. Carrasco	X			

Motion: Passed



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6. Take up, consider, and take action on Special Meeting Minutes for October 7, 2021.

Discussion: No discussion.

Motion made by Ms. Flores to approve Special Meeting Minutes for October 7, 2021.

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

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

None.

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

Ms. Alicia Carrillo yielded her minutes to Mr. Moises Olmos.

Mr. Martin Madrid requested the names of the board members running for office in the 2022 elections. Mr. Madrid also questioned board's appointed positions.

Mr. Moises Olmos commented on lack of records on his account regarding taps and service and lack of accountability of deposits made on his account. Mr. Olmos commented on inadequate training of board and employees. He also spoke of previous board corruption.

Mr. Luz Marquez said that at a board meeting one year prior, Mr. Ramirez had made a motion. He wants a tour of cemetery well and R.O.

9. Take up, consider, and take action to appoint a Director to fill the vacancy on the Board of Directors.

Discussion: Agenda item #9 was discussed in Executive Session under Personnel Matters Code 551.074.

Ms. Gutierrez opened meeting for nominations for a director to fill the vacancy on the Board of Directors.

Motion made by Mr. Carrasco to nominate Mr. Sammy Madrid to fill the vacancy on the Board of Directors.

Seconded by Ms. Flores.

Vote:

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

Motion: Passed

10. Administer Oath of Office for appointed Board of Director.

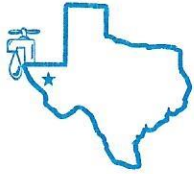
Oath of Office administered to Mr. Sammy Madrid.

11. Take up, consider, and take action to have Bixler & Company L.L.P. conduct the 2021 Financial Audit.

Discussion: Mr. Ramirez asked the Board of Directors if they want to continue to use Bixler & Company L.L.P to conduct 2021 Financial Audit. Bixler & Company specialize in water and wastewater audits. The deadline to submit the Financial Audit to TCEQ is 90 days after the end of the fiscal year which ends December 31.

Motion made by Ms. Flores to have Bixler & Company L.L.P. conduct the 2021 Financial Audit.

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		X		
Ms. M. Flores	X			
Mr. J. Carrasco	X			
Mr. S. Madrid		X		

Motion: Passed.

12. Take up, consider, and take action on the annual Simplified Employee Pension (SEP) matching percent for 2022.

Discussion: Mr. Ramirez asked the Board to match SEP contribution of 5%. Mr. Madrid commented that 5% is a standard contribution match.

Motion made by Ms. Flores to adopt the matching 5% SEP contribution.

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. J. Carrasco	X			
Mr. S. Madrid	X			

Motion: Passed

13. Take up, consider, and take action to approve the Revised Service Fee Schedule.

Discussion: Mr. Ramirez asked the Board to approve additional Service Fee Items as presented.

Motion made by Ms. Flores to approve the Revised Service Fee Schedule as service is needed/requested by customer.

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. J. Carrasco	X			
Mr. S. Madrid	X			

Motion: Passed

14. Kemp Smith Update

N/A

15. CDM Smith Update

Mr. Horacio Juarez presented the Preliminary Engineering Report and Environmental Information Document for EPCWCID #4 Water and Wastewater Projects 2021-2025.

16. General Manager Update

- Collection rate for September—99%, 23 cut offs, 9 remain unpaid
- TCEQ did our water system inspection on September 28. The inspector documented several items that needed to be corrected. All items were corrected and submitted to TCEQ within the 15 days as requested by the inspector.

List of items from report:

1. Failure to maintain intruder resistance fence at well #4 & #7
2. Failure to maintain a vent for chlorine room, well #3
3. Failure to conduct manual disinfectant residual analyzer calibration



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4. Equipment capacities monitoring O & M
5. Failure to properly fill out required records-report missing data

- The 10th Street treated water tank needs to be internally inspected due to rust. We uncovered the vent to replace rusted clamps on screen and noticed that it is showing more rust on the inside. We are having a company do an internal inspection to find out the severity of the rust. We will be bringing forth the report and recommendation on repairs.

17. 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 6:59 p.m.

Time in Executive Session: 1 Hour 05 Minutes

From 6:59 p.m. to 8:04 p.m.

18. Return to open session at 8:04 p.m. for possible discussion and action on Executive Session item(s).

Discussion: See Item #9.

Refer to Item #9 for action taken.

19. Board member availability for the November 18, 2021 Regular Meeting

All board members available for the November 18, 2021 Regular Meeting.

20. 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	_____	_____	_____
Mr. S. Madrid	X	_____	_____	_____

Motion: Passed

Meeting Adjourned at 8:26 p.m.

 12/28/21
 Signature Date Approved