

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 28, 2025

1. **Call Meeting to Order.**

President Juana Gutierrez called the meeting to order at 6:02 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. Nicklaus Jimenez	Kemp Smith
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Visitors:

Mr. Roberto Silva	Ms. Linda Rodriguez
Ms. Alicia Carrillo	Mr. Luz Marquez
Mr. Raul Lopez	Mr. Jason Olmos

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.

Vote:

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

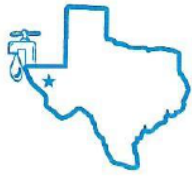
Motion: Passed.

5. **Take up, consider, and take action on Special Meeting Minutes from September 23, 2025.**

Discussion: N/A

Motion made by Ms. A. Sanchez to approve the Special Meeting Minutes from September 23, 2025.

Seconded by Mr. S. 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				
Mr. M. Madrid			X	Not in agreement with #4
Ms. A. Sanchez	X			

Motion: Passed

6. **Take up, consider, and take action on Regular Meeting Minutes from September 23, 2025.**

Discussion: N/A

Motion made by Ms. A. Sanchez to approve the Regular Meeting Minutes from September 23, 2025.

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				
Mr. M. Madrid	X			
Ms. A. Sanchez	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 Meetings, adopted on August 27, 2019.**

- Mr. Luz Marquez stated that he likes the order and lawfulness that the water district instills. He also mentioned that in the Texas Government Code 573, it states that it is illegal and unethical by sanguinity or affinity to appoint, confirm, or vote a relative when the public position is compensated by public funds. He would like to see the board follow the law and rules as well.
- Ms. Linda Rodriguez stated that she is in shock that the employees get to take the company vehicle home. She does not want to pay for unnecessary gas money, and the only two employees who should take a vehicle home are the General Manager and the employee on call.
- Ms. Alicia Carrillo wants the board to stop spending unnecessary taxpayers' money on employee health insurance and take-home vehicles. She has never heard of a Finance Officer position before and feels the water district should not compensate for that position. Ms. Carrillo also disapproves of an evaluation and pay increase for the General Manager and the Finance Officer.

8. **Take up, consider, and take action on employee Health, Dental, Disability, and Life Insurance for 2026.**

Discussion: Mr. Martinez explained to the board that insurance renewals are due on January 1, 2026, and the proposals received show an increase in cost. One quote showed a 30% increase while another increased by 22%. The biggest differences are the co-pay and deductible amounts. Mr. Martinez feels that the employees deserve good insurance as a hiring benefit since they are the ones who operate the district. There is still another quote pending that did not come in on time.

Motion made by Mr. S. Madrid to table this item and bring it back next month with another two more quotes for comparison.

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

Motion: Passed

9. **Take up, consider, and take action to have Peña, Briones, McDaniel & Co. conduct the year-ending 2025 Financial Audit.**

Discussion: Mr. Martinez asked the board to approve Peña, Briones, McDaniel & Co. to conduct the audit since they have worked with the district for some time now. The cost for the audit is between \$26,000 - \$28,000. Ms. Martinez inquired with two other companies, but they never got back with information. It is necessary to approve this item now due to an inventory being scheduled for the start of December, and the auditors must be present for that. Ms. Martinez will continue to reach out to other companies for the next financial audit.

Motion made by S. Madrid to approve Peña, Briones, McDaniel & Co. to conduct the year-ending 2025 Financial Audit.

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

Motion: Passed

10. **Take up, consider, and take action on a possible Veterans Park lease agreement with El Paso County.**

Discussion: Mr. Martinez reminded the board of an approved interlocal agreement back in May of 2024, and is now coming before them to ask if they will approve a lease agreement instead. With an interlocal agreement, the county more than likely will not be able to use the bond money on the park. The district's legal counsel, Drew Miller, is working with the county's attorney to finalize requests from the district to be included in the lease agreement. There is a portion of the southeast corner measuring 150 x 150 feet that the district would like to keep for a future well. The portion where the memorial is being built will need to remain in the district's name per EDA requirements.

Motion made by Mr. S. Madrid to table item#10 until further notice.

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

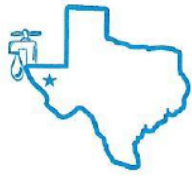
Motion: Passed

11. **Discussion on communication procedures for the General Manager and Board of Directors.**

Item#11 was discussed in Executive Session under A). Attorney consultation code 551.071.

12. **Discussion on take-home company vehicles policy.**

Item#12 was discussed in Executive Session under C). Deliberations regarding personnel matters code 551.074.



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13. Take up, consider, and take action on yearly evaluations for the General Manager and the District Finance Officer.

Discussion: Mr. Martinez advised the board that employee evaluations are coming up due at the end of December and was wondering how the board wanted to proceed with evaluating the General Manager and District Finance Officer. Mr. Nick Jimenez will be working with the board on the evaluations. He will provide a simple evaluation form to the board to fill out for each of the two employees, and then he will combine everyone's answers into the final version to be brought back for approval and presentation.

Motion made by Mr. S. Madrid to move forward with the yearly evaluations for the General Manager and the District Finance Officer, as provided by legal counsel.

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				
Mr. M. Madrid			X	Due to nepotism
Ms. A. Sanchez	X			

Motion: Passed

14. Kemp Smith Update
N/A

15. CDM Smith Update
N/A

16. Financial Officer Report

- As of the end of September, the district collected 79% of the projected revenues and spent 82% of the expenses budgeted for 2025.
- Next week, Ms. Martinez and Ms. Cruz will be attending an Office Professionals Conference in Frisco. They will be out of the office on Wednesday, Thursday, and Friday.
- Ms. Martinez briefly showed the board what the Waterworth program looks like.

17. General Manager Update

- The September collection rate was at 99%, with 13 cutoffs, and 9 accounts remaining unpaid.
- The wells pumped a total of 30.9 million gallons for September.
- September's water loss was 5%
- The current TDS levels are at 745, pH levels are at 7.4, and the chlorine at the distribution tank is at 1.3. We are currently sitting at 0.89 districtwide.
- District #1 has issued the dewatering permit for the new Ikard lift station. Crews have begun to clear and level the land at the job site. Still waiting on TXDOT for permit approval for the entry driveway.
- Mr. Martinez thanked the board for approving the purchase of the Ikard lift station pump. It has been installed and is working properly.
- Cubic Water is working on the preliminary site survey for placement of the machinery and removal of fencing for the raw water tank. The contractor has received the traffic control permit and will tentatively start on the fencing next Tuesday.



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- Back in August, the Federal Aviation Administration had initiated an aeronautical study about the tank's possible encroachment on navigational space. After information was submitted by Natalie Goyosa and Horacio Juarez from CDM Smith, a letter was received on September 25, 2025, from the FFA with a determination of no hazard to air navigation. There was only one condition, which was to install a light on the tank. A red beacon light has been installed on the tank.
- ESSCO completed the site study for the grant awarded by the BOR. We are still waiting on the recommendations from the Texas Historical Commission.
- The Sheriff's Department, along with other community organizations, will have their annual Trunk or Treat this Friday at Quick-Lube shop. The water district will be participating at the event and will hand out candy to the children. It is a free event for the public, and all are welcome.
- Mr. Martinez presented pictures and updated the board on all the lift stations. The problem with wipes continues, particularly with the Sixth Street lift station. Handouts were given out to that area, which consists of 14 homes
- We had Tiny Miss Texas, who is about six or seven years old, take a tour of the wastewater treatment plant and the RO. She is representing Texas at the Miss Earth convention in Florida, where she will share what she learned from these tours.

18. Executive Session.

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

A. Attorney consultation Code 551.071

C. Deliberations regarding 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 6:47 pm

Time in Executive Session 25 minutes.

From 6:47 pm to 7:12 pm.

Motion made by Mr. S. Madrid.

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

Motion: Passed

19. Return to open session at 7:12 for possible discussion and action on Executive Session item(s).

No action taken.

20. Board member availability for November 25, 2025, Regular Meeting

All board members present are available for the November 25, 2025, Regular Board Meeting.



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21. Motion to adjourn.

Discussion: N/A

Motion made by Mr. S. Madrid to adjourn.

Seconded by Ms. A. Sanchez.

Vote:

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

Motion: Passed.

Meeting Adjourned at 7:42 p.m.

J.C.
Signature

11-25-25
Date Approved