

# 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

## SPECIAL MEETING MINUTES Thursday, November 18, 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	
Mr. Sammy Madrid	Member	X		Via Zoom 6:04 p.m.

**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

**Visitors:**

Mr. Jose Gallo	Mr. Rafael Ramirez
Mr. Martin Madrid	Ms. Josie Silva
Mr. Luz Marquez	Mr. Roberto Silva
Ms. Alicia Carrillo	Mr. Jaime Martinez
Ms. Alicia Madrid	Mr. Marco Martinez

**3. Pledge of Allegiance.**

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

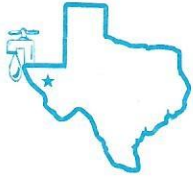
**Discussion:** No discussion

**Motion made by** Ms. Flores to approve meeting agenda.

**Seconded by** Ms. Gutierrez

<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				
Mr. S. Madrid				Arrived at 6:04 p.m.

**Motion: Passed**



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**5. Take up, consider, and take action on Regular Meeting Minutes for October 26, 2021.**

**Discussion:** Ms. Quinonez abstained from voting on agenda item #9 for ethical concerns. The Regular Meeting Minutes for October 26, 2021 will be corrected.

**Motion made by Ms. Flores** to approve Regular Meeting Minutes with corrections noted.

**Seconded by Ms. Gutierrez**

<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				
Mr. S. Madrid	X			

**Motion:** Passed

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

None.

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

**Mr. Martin Madrid** mentioned being interrupted at previous meetings. He had concerns about a committee of 5, appointed to review candidates for the general manager position in May of 2019. Mr. Madrid said board overturned committee choice for position; a decision he views as manipulation, corruption, nepotism, or a conflict of interest.

**Mr. Luz Marquez** stated that information he requested was not given to him. The information he did receive showed all current board members elected except for one. It also showed Ms. Garcia still on payroll; wondered if it was a typo or false information which would be a crime. Mr. Marquez mentioned he has previously requested a tour of the cemetery well but was unable to make it; wants to reschedule. He would like more information on well.

**Ms. Alicia Carrillo** was upset that Mr. Sammy Madrid was elected to the Board. She questioned why water bill was going to be raised again. Ms. Carrillo was also upset by how the board members are conducting decisions and agreeing to everything Jose Ramirez says. She wants the board members to do their homework and stop agreeing with everything Mr. Ramirez says.

**8. Take up, consider, and take action to approve Resolution # 2021-1103 for the Veterans Park Memorial Grant.**

**Discussion:** Mr. David Sublasky asked the board for matching funds support for the Veteran's Park Memorial and Museum Grant. He reported that Fabens I.S.D. and the County of El Paso had approved their portions of the funds. The District's portion would be the utilities at the Veteran's Park Memorial.

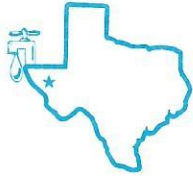
**Motion made by Ms. Flores** to approve Resolution # 2021-1103 for the Veteran's Park Memorial Grant and to allow the Board President and/or the General Manager to sign the Grant Application, MOU (Memorandum of Understanding) and any other documentation that is required for this grant.

**Seconded by Ms. Gutierrez**

<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				
Mr. S. Madrid	X			

**Motion:** Passed





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**9. Take up, consider, and take action to amend Personnel Policy Sections as Presented.**

**Discussion:** Mr. Ramirez presented the changes to the Personnel Policy Sections.

**Motion made by** Ms. Flores to amend Personnel Policy Sections as Presented.

**Seconded by** Ms. Gutierrez

<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				
Mr. S. Madrid	X			

**Motion:** Passed

**10. Take up, consider, and take action on Employee Health, Dental, Disability, and Life Insurance for Year 2022.**

**Discussion:** Mr. Ramirez asked Board to approve the 2022 Employee Health Insurances.

**Motion made by** Ms. Flores to approve the Employee Health, Dental, Disability and Life Insurance for Year 2022.

**Seconded by** Ms. Gutierrez

<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				
Mr. S. Madrid	X			

**Motion:** Passed

**11. Take up, consider, and take action on required USDA-RD Annual Deposit of \$7,965.00 on the Short-Lived Asset Account #91-04.**

**Discussion:** Mr. Ramirez explained the condition of the loan requiring an annual deposit of \$7,965.00.

**Motion made by** Ms. Flores to approve required USDA-RD Annual Deposit of \$7,965.00 on the Short Lived Asset Account #91-04.

**Seconded by** Ms. Gutierrez

<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				
Mr. S. Madrid	X			

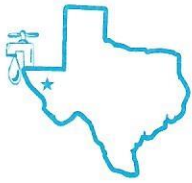
**Motion:** Passed

**12. Take up, consider and take action to Adopt Proposed Salary Scale and/or Raises for Budget year 2022.**

**Discussion:** Agenda item #12 was discussed in Executive Session under Personnel Matters Code 551.074. Mr. Ramirez asked board to approve the proposed salary scale as presented with the option to approve raises accordingly each year. No Step.

**Motion made by** Ms. Flores to approve the Proposed Salary Scale as presented with the option to approve raises accordingly each year. No Step.

**Seconded by** Mr. Madrid



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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				
Mr. S. Madrid	X			

Motion: Passed

**13. Kemp Smith Update.**  
N/A

**14. CDM Smith Update.**

Mr. Horacio Juarez informed the Board that the Preliminary Engineering Report and Environmental Information Document for EPCWCID #4 Water and Wastewater Projects 2021-2025 would be finalized on November 19, 2021. He presented the next steps for securing the funds for the projects.

**15. General Manager's Report.**

- Collection rate for October will be reported in the December's Board meeting.
- Mr. Ramirez read the TCEQ letter dated September 28, 2021, for the Water Inspection. The District did all corrections that were requested and no violations are being alleged as a result of the investigation.
- Information on Bixler & Co. Hudspeth County Irrigation District, Ft. Hancock WCID and Tornillo WID all use Bixler & Co. and have been using them for 15 years or more.
- We have taken some pictures from inside 10<sup>th</sup> St. water tank. We will review them with our engineer and a tank repair company to get a recommendation on repairs. Board viewed pictures.

**16. Executive Session.**

Meeting to be closed under the following Texas Government Code of the Open Meetings 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 6:41 p.m.

Time in Executive Session 25 Minutes.

From 6:41 p.m. to 7:06 p.m.

**17. Return to open session at 7:06 p.m. for possible discussion and action on executive session item(s).**

Discussion: See Item #12.

Refer to Item #12 for action taken.

**18. Board member availability for the December 28, 2021 Special and Regular Meetings.**

All members present will be available at 5:00 p.m. for the December 28, 2021 Special and Regular Meetings.





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**19. Motion to Adjourn.**

**Discussion:** No discussion.

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

**Seconded by Ms. Gutierrez.**

**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				
Mr. S. Madrid	X			

**Motion:** Passed

Meeting Adjourned at 7:21 p.m.

*Rogelio C. Flores*  
Signature

12/28/21  
Date Approved