



# 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, November 25, 2025, 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 October 25, 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 employee Health, Dental, Disability, and Life Insurance for 2026.
8. Take up, consider, and take action on approving an amendment to the take-home vehicle policy.
9. Take up, consider, and take action to approve the proposed bonus and salary raises for the budget year 2026.
10. Take up, consider, and take action on yearly evaluations for the General Manager and the District Finance Officer.
11. Kemp Smith Update.
12. CDM Smith Update.
13. Financial Officer Report.
14. General Manager Report.
15. 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.

16. Return to open session for possible discussion and action on executive session items(s).
17. Board member availability or date change for December 23, 2025, Regular Meeting.
18. 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 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, November 25, 2025

### 1. Call Meeting to Order.

President Juana Gutierrez called 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. Nicklaus Jimenez	Kemp Smith

### Visitors:

Mr. Fernando Escobar	Mr. Joel Apodaca\
Ms. Ana Apodaca	Mr. Roberto Silva
Ms. Josie Silva	Mr. Armando Rubalcaba
Mr. Jose Solis	Mr. Francisco Varela
Mr. Luz Marquez	

### 3. Pledge of Allegiance.

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

**Discussion:** Mr. Martinez noted a date error on agenda item #5. The date should be October 28, 2025 instead of October 25, 2025.

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

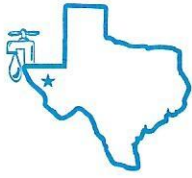
**Seconded by** Ms. A. Sanchez

### 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.





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Regular Meeting  
November 25, 2025

**5. Take up, consider, and take action on Regular Meeting Minutes from October 28, 2025.**

**Discussion:** No discussion.

**Motion made by** Mr. S. Madrid to approve the Regular Meeting Minutes from October 28, 2025.

**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.

**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.**

N/A

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

**Discussion:** Ms. Cruz presented several quotes received by BlueCross / BlueShield, Aetna, and UHC for health insurance. She recommended keeping the existing Blue Cross/Blue Shield HMO Platinum health insurance plan with a 30.42% increase. There were no quotes obtained for Dental, disability, and life. The dental, disability, and life premiums have little to no increase in cost for 2026.

**Motion made by** Mr. S. Madrid to approve the renewal of the existing Blue Cross/Blue Shield HMO Platinum plan with a 30.42% increase.

**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 approving an amendment to the take-home vehicle policy.**

**Discussion:** Mr. Martinez explained to the board that the existing vehicle policy does not state that the company vehicles are take-home vehicles. He presented an amendment to be added to the policy, which states that employees assigned to a district vehicle may take the vehicle home for business purposes only, unless written approval is granted by the General Manager.

**Motion made by** Mr. S. Madrid to approve the amendment to the existing vehicle policy as presented.

**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



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9. **Take up, consider, and take action to approve the proposed bonus and salary raises for the budget year 2026.**

**Discussion:** In Executive Session.

**Motion made by** Mr. S. Madrid to approve the proposed bonus and salary raises for the budget year 2026.

**Seconded by** Ms. A. Sanchez

No Votes

**Sub Motion made by** Mr. S. Madrid to approve the salary increase model as a combination of the cost of living increase and merit-based increase.

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

**Motion:** Passed

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

**Discussion:** In Executive Session.

**Motion made by** Mr. S. Madrid to approve the performance forms as presented in Executive Session for the yearly evaluations for the General Manager and the District Finance Officer.

**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

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

12. **CDM Smith Update**

- Mr. Horacio Juarez provided updates on the construction progress of the Ikard lift station and the Raw water tank.

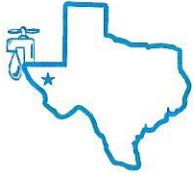
13. **Finance Officer Report**

- As of the end of September, we have collected 87% of our estimated revenues. We have spent 92% of the projected expenses for 2025 with two months left to go.

14. **General Manager Update**

- The October collection rate is 99%. While several remain unpaid, there will be no cutoffs for the month of November.
- Wells pumped a total of 22.5 million gallons for October, eight million less than September. Colder weather, less water usage.
- October's water loss is at 6%, down 3% from last month. The year-to-date water loss is maintained at 5%.
- Ikard Lift Station- As Horacio updated, the pipe to discharge into the irrigation canal is in the process of getting laid out.





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- Raw water tank- Tank has been taken down. The next phase will be the plumbing. No start date until discussion at the next construction meeting.
- Digital meter Grant – The Texas Historical Commission completed their portion of the site study along with some recommendations when it came to any work performed along the cemetery. The district does not have any meters along that front. It is currently in final review for submission.
- Mr. Martinez attended the Veterans Day celebration, which took place on November 10<sup>th</sup> at the Fabens Wildcat Den. The water district was recognized with a plaque for our continued involvement, effort, and work alongside the Veterans Association.
- The memorial construction is going as planned with little to no issues. The February completion timeline is still on schedule.
- El Paso County park bonds – No update currently on the status of the Veterans Park lease agreement. A meeting is scheduled with Drew Miller to review and draw up a proposal for the county next week.
- The electrical power outages that have been taking place over several months are starting to affect our system. We are currently down three VFD's within the district. The outages may or may not have played a role in that. All have gone down within the last 15 days. One of the VFD's down is at the wastewater treatment plant blower room, a second one at the 10<sup>th</sup> St. Booster station, and the third VFD is at Well #4. After discussions and consulting with both Horacio Juarez (District Engineer) and Joe Padilla (Automation /IT), both concluded that the life span of the VFD's have surpassed their life span. Taking that into consideration, we will budget accordingly for our 2026 budget proposal.
- The office will close at 1:00 pm tomorrow and will be closed Thursday and Friday for the Thanksgiving Holiday.
- The entire staff would like to wish the board and the public a very warm and thankful Thanksgiving.

## 15. 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 **6:54** pm

Time in Executive Session **77** minutes.

From **6:54** pm to **8:11** pm.

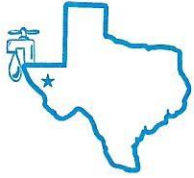
**Motion made by S. Madrid to go into Executive Session to discuss agenda item numbers 9 & 10.**

**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



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**16. Return to open session at 8:11 for possible discussion and action on Executive Session item(s).**

**Motion made by Mr. J. Carrasco to come out of Executive Session.**

**Seconded Mr. S. Madrid.**

**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.**

**17. Board member availability for the December 23, 2025, Regular Meeting**

All board members agreed to move the Regular December meeting from the 23<sup>rd</sup> to the 30<sup>th</sup> of December.

**18. Motion to adjourn.**

**Discussion:** No discussion.

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

**Seconded by Mr. Jorge 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			
Mr. M. Madrid	X			
Ms. A. Sanchez	X			

**Motion: Passed.**

Meeting Adjourned at 8:26 p.m.

  
Signature

12-30-25  
Date Approved