



# 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, December 10, 2024 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 the Regular Meeting Minutes from November 19, 2024.
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 the 2025 budget.
8. Take up, consider, and take action on the General Manager position.
9. Kemp Smith Update.
10. CDM Smith Update.
11. General Manager Report.
12. Executive Session.

The meeting is 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.

13. Return to open session for possible discussion and action on executive session items(s).
14. Board member availability or date change for the January 28, 2025 Regular Meeting.
15. 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 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 an open session is not intended to limit or require discussion of that matter in an open session. If it is otherwise appropriate for discussion in executive session, the Board may, as permitted by law, adjourn in executive session to deliberate on the matter.

The posting of an agenda item as a matter of law to be discussed in an executive session is not intended to limit or require discussion of that matter in an 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.

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.)

**Romie Martinez, Interim General Manager**  
El Paso County Water Control & Improvement District #4



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## REGULAR MEETING MINUTES Tuesday, December 10, 2024

1. **Call Meeting to Order.**

President Juana Gutierrez called meeting to order at 6:06 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:**

Ms. Romie Martinez	Interim General Manager
Ms. Patty Cruz	Office Manager
Mr. Israel Martinez	Field Operations Manager

**Consultants:**

Mr. Sergio Estrada	Kemp Smith
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**Visitors:**

Ms. Rosa Isela Cortez	Ms. Linda Rodriguez
Ms. Alicia Carrillo	Mr. Armando Rubalcaba
Mr. Raul Lopez	Mr. Adalberto Rodriguez
Mr. Luz Marquez	

3. **Pledge of Allegiance.**

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

**Discussion:** No discussion.

**Motion made by Mr. S. Madrid** to approve the 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			
Mr. M. Madrid	X			
Ms. A. Sanchez	X			

**Motion:** Passed.

5. **Take up, consider and take action on Regular Meeting Minutes for November 19, 2024.**

**Discussion:** No discussion.

**Motion made by Mr. S. Madrid** to approve the Regular Meeting Minutes for November 19, 2024.

**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			



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Regular Meeting  
December 10, 2024

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.**

No public comment made.

7. **Take up, consider, and take action on the 2025 budget.**

**Discussion:** Ms. Martinez presented the 2025 budget to the board, requesting their approval. The board members asked Ms. Martinez for clarification on several budget line items.

**Motion made by Mr. S. Madrid to approve the 2025 budget.**

**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 the General Manager position.**

Item discussed in executive session; no action taken.

9. **Kemp Smith Update**

N/A

10. **CDM Smith Update**

N/A

11. **General Manager Update**

- No cut offs in November.
- No cut offs in December.
- Office closure at 1:00 p.m. on Friday, December 20<sup>th</sup> for the Christmas Luncheon.
- Approximately one hundred digital meters have been replaced by PureOps. They will be returning in January to continue replacing more meters.

12. **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 6:23 pm**

**Time in Executive Session 103 minutes.**

**From 6:23 pm to 8:06 pm.**

**Motion made by Mr. S. Madrid to enter executive session.**

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

Motion: Passed.

**13. Return to open session at 8:06 for possible discussion and action on Executive Session item(s).**

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

Seconded 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.

**14. Board member availability for the January 28, 2025, Regular Meeting**

All board members present available for the January 28, 2025, Regular Meeting.

**15. Motion to adjourn.**

Discussion: No discussion.

Motion made by Mr. S. Madrid to adjourn.

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

Motion: Passed.

Meeting Adjourned at 8:07 p.m.

  
\_\_\_\_\_  
Signature

1-28-25  
\_\_\_\_\_  
Date Approved