



SPECIAL MEETING MINUTES
Tuesday, December 15, 2020

1. Call Meeting to Order.

President Juana Gutierrez called meeting to order at 6:32 p.m.

2. Roll Call & Determination of Quorum.

Quorum existed. Meeting proceeded.

		<u>Present</u>	<u>Absent</u>	<u>Comments</u>
Ms. Juana Gutierrez	President	X		
Ms. Thelma Quiñonez	Vice President	X		Via zoom
Ms. Magda C. Flores	Secretary	X		
Mr. Israel Martinez, Jr.	Member	X		
Mr. Jorge Carrasco	Member	X		Left meeting at 7:30 pm

District Staff:

Mr. Jose Ramirez	General Manager
Ms. Patricia Cruz	Office Manager
Ms. Romie Martinez	Inventory Dept. Manager
Mr. Martin Madrid	Field Manager

Consultants:

Brandon Garcia -	Pure Ops
David Conaway	Master Meters

Visitors:

Rafael Ramirez

3. Pledge of Allegiance.

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

Discussion: Mr. Ramirez noted that agenda should read Special Meeting and not Regular Meeting.

Motion made by Ms. Flores to approve agenda with noted correction.

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. I. Martinez	X			
Mr. J. Carrasco	X			

Motion:

5. Take up, consider and take action on Regular Meeting Minutes for November 24, 2020.

Discussion: No discussion.

Motion made by Ms. Flores to approve the Regular Meeting Minutes for November 24, 2020.

Seconded by Mr. Martinez.

<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. I. Martinez	X			
Mr. J. Carrasco	X			

Motion: Passed



EL PASO COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 4

P.O. BOX 3880
(915) 764-2212



117 E. MAIN ST.



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FABENS, TX 79838-3880

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6. Audience comments on Agenda Items: 3-minute speaking time limit per agenda item.

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

8. Presentation from Pure-Ops on Digital Water Metering System.

Mr. Brandon Garcia with Pure Ops and Mr. David Conaway with Master Meters made a very informative Power Point presentation to the board on how the automated meters work and how they can benefit both the District and the customers.

9. Take up, consider and take action on re-imbursement from damages caused by main line leak.

Discussion: This item was discussed in Executive Session.

Motion made by Ms. Flores to table item #9 at this time as no formal action is necessary.

Seconded by Mr. Martinez.

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. I. Martinez	X			
Mr. J. Carrasco				

Motion: Passed

10. Take up, consider and take action on 2021 Budget.

Discussion: Mr. Ramirez asked the board to approve the 2021 budget as presented in the earlier Budget training with Proposed total revenues of \$2,834,500 and expenditures of \$2,329,785.

Motion made by Ms. Flores to approve the 2021 Budget as presented.

Seconded by Mr. Martinez.

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. I. Martinez	X			
Mr. J. Carrasco				

Motion: Passed

11. Kemp Smith Update.

Discussion: N/A

No action required for this item.

12. CDM Smith Update.

Discussion: N/A

No action required for this item.



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13. General Manager Report.

Discussion:

-Collection rate for October is 99% with 22 cutoffs, 5 remain unpaid

We will be reporting November's information next month since the cut-off date is on December 28, after the Christmas holidays.

-The records request that was received during the last Board Meeting from Mr. Marquez has been completed and mailed as requested by Mr. Marquez. We did send the information through certified mail to ensure that Mr. Marquez received the files. We have yet to receive the confirmation that he has picked up the packet.

-The contractor for the Fabens Flyers has completed the waterline project at the Fabens airport. We are still waiting for the El Paso County to start on the waterline going from the airport to Fabens St. which will be connecting to Fabens Flyers water line, once this loop is complete it will help stabilize the water pressure on CC Camp and anything southwest, maybe even to allow us not to have to run the boosters at CC Camp St.

-Mr. Madrid and I met with Mr. Michael Beadnell, the circuit writer for this area for TRWA. He has many years of experience in the water and wastewater business, he actually comes from being an operator. He was so impressed by our facilities including the warehouse that he would like to have TRWA make an article about our district. I have sent him Horacio's email address so that he can request technical information for the article. He is looking forward to working with us.

No action required for this item.

14. Executive Session

Meeting 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. 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 7:44 pm

Time in Executive Session: Hours 33 minutes

From 7:44 pm to 8:17 pm.

15. Return to open session at 8:17 p.m. for possible discussion and action on Executive Session item(s). See Item #9.

16. Board Member Availability for the January 26, 2021 Regular Meeting.

Discussion: All Board Members will be available for the January 26, 2021 Regular Meeting.

No action required for this item.



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17. Motion to adjourn.

Discussion: No discussion

Motion made by Mr. Martinez to adjourn.

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			
Ms. M. Flores	X			
Mr. I. Martinez	X			
Mr. J. Carrasco				

Motion: Passed.

Meeting adjourned at 8:25 p.m.

Regina Flores
Signature

1/26/2021
Date Approved