

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, January 27, 2026, 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 December 30, 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 the Simplified Employee Pension (SEP) matching percent for 2026.
8. Take up, consider, and take action on the semi-annual interest payment of \$27,740 and Principal payment of \$40,000.00 to the USDA-RD, and authorize the transfer of funds needed to complete 100% of the payment due on February 15, 2026.
9. Take up, consider, and take action on the semi-annual interest payment of \$360,107 to US Bank for the 2025 Bond Series loan.
10. Take up, consider, and take action to approve and adopt Resolution No. 2026-01 authorizing a salary adjustment for the District Finance Manager.
11. Take up, consider, and take action to approve the VFD replacements at Well #4, 10th Street, and the Wastewater Treatment Plant for a total of \$197,064.
12. Presentation and Discussion of Memorandum on Nepotism.
13. Kemp Smith Update.
14. CDM Smith Update.
15. District Finance Manager Report
16. General Manager Report.
17. 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.

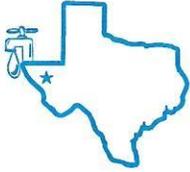
18. Return to open session for possible discussion and action on executive session items(s).
19. Board member availability or date change for February 24, 2026 Regular Meeting.
20. Adjourn.

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 a 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, December 30, 2025

1. Call Meeting to Order.

President Juana Gutierrez called the 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. Nicklaus Jimenez, Kemp Smith

Visitors:

Mr. Armando Rubalcaba	Ms. Linda Rodriguez
Mr. Raul Lopez	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.

<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.

5. Take up, consider, and take action on Regular Meeting Minutes from November 25, 2025.

Discussion: No discussion.

Motion made by Mr. S. Madrid to approve the meeting minutes from November 25, 2025.

Seconded by Mr. J. Carrasco.



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December 30, 2025

<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.**

No public comments made.

7. **Take up, consider, and take action to approve the required USDA-RD annual deposit of \$7,965.00 on the short-lived asset account #91-04.**

Discussion: Mr. Martinez explained to the board that, according to the contract agreement with USDA-RD, the district is to deposit \$7,965.00 into the short-lived asset account yearly. He asked for approval to transfer the funds.

Motion made by Mr. S. Madrid to approve the annual deposit of \$7,965.00 on the short-lived asset account #91-04 required by USDA-RD.

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 to approve the proposed 2026 budget.**

Discussion: Ms. Martinez informed the board that the proposed budget for 2026 is less than the budget approved for 2025. The proposed 2026 budget amount was obtained from actual to date numbers and estimated ending numbers for fiscal year 2025.

Motion made by Mr. S. Madrid to approve the proposed 2026 budget 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	_____	_____	_____

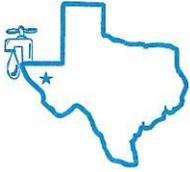
Motion: Passed

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

Discussion: This item was discussed in closed session.

Motion made by Mr. S. Madrid to approve the yearly evaluations for the General Manager and the District Finance Manager, proposing a \$6,000 raise for the District Finance Manager, Ms. Romie Martinez, to compensate for her position with a \$61,000 a year salary to take effect in 2026.

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

10. Take up, consider, and take action to pay out current and future pay applications for the construction of the Fabens Veterans Park Memorial pending reimbursements from the Economic Development Administration.

Discussion: Ms. Annette Gutierrez, Executive Director of the Rio Grande Council of Governments, is asking the board to consider paying a pending pay application from AO Contractors in the amount of \$78,854.75, as well as any future pay applications out of the General Funds Account, since all the money has been exhausted from the County's match funds. Documents are being prepared for reimbursement from the Economic Development Administration for prior invoices paid. The reimbursement currently in progress is for \$270,298 and is estimated to take approximately one month to receive once submitted.

Motion made by Mr. S. Madrid to pay out current and future pay applications for the construction of the Fabens Veterans Park Memorial, pending reimbursements from the Economic Development Administration.

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

11. Kemp Smith Update

N/A

12. CDM Smith Update

N/A

13. Finance Officer Report

The Finance Officer Report was the budget presentation made under agenda item #8.

14. General Manager Update

- The November collection report was at 97%. There were no cutoffs for the months of November and December. There are still 73 accounts that remain unpaid.
- The wells pumped a total of 22.5 million gallons for November and 20.8 million gallons for December.
- The November water loss was at 14% and December at 6%, ending the year at 6%.
- Current TDS levels are at 710, PH levels at 7.3, Chlorine at 1.10 at the tank, and .73 district wide.
- The district has a total of four wells producing 298 million gallons of water. The district only billed for 233 million gallons. A total of 44.4 million gallons of water were accounted for at the wastewater treatment plant, 43.4 million gallons accounted for in leaks, jetting, and flushing, leaving 17.3 million gallons of water unaccounted for. The loss has been cut in half since Mr.



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Martinez began working for the district in 2021. The new digital meters have helped bring the water loss down since the older meters don't account for every water drop going through them

- Update on the new Ikard lift station-The dewatering hose has been assembled and is ready for dewatering, thanks to El Paso Water Improvement District #1 for allowing us to dewater into the irrigation canal. The fiberglass enclosure has been delivered and is on site. The roofing, electrical, plumbing, and foundation are complete.
- Update on the new blending tank- This project is ahead of schedule. The old tank has been demolished, and all of the underground plumbing that is not in use has been removed. A 2" water line had to be rerouted, which is used to feed the chlorine about 5 feet over. They are compacting dirt and taking dirt samples as we speak.
- The Veteran's Memorial is also right on schedule. They began to construct the last wall on the east side of the memorial, staying at pace to finish at the end of February.
- Noe Apodaca and Israel Martinez passed the Class D water license exam.
- All the district employees wish the board members and the public a very happy and prosperous 2026.

15. Executive Session.

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

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 6:34 pm

Time in Executive Session 42 minutes.

From 6:34 pm to 7:16 pm.

Motion made by Mr. S. Madrid to go into Executive Session to discuss agenda item #9.

Seconded by Mr. J. Carrasco.

<u>Vote:</u>	<u>Aye</u>	<u>Nav</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

16. Return to open session at 7:16 for possible discussion and action on Executive Session item(s).

17. Board member availability for the January 27, 2026, Regular Meeting

All board members are available for the January 27, 2026, Regular Meeting.

18. Motion to adjourn.

Discussion: N/A

Motion made by Mr. S. Madrid to adjourn.

Seconded by Mr. J. Carrasco.



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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 7:19 p.m.



Signature

1-27-26

Date Approved

