



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, February 23, 2021 at 6:00 P.M.

BOARD ROOM @ 117 EAST MAIN ST., IN FABENS, TEXAS

Zoom Meeting Link: <https://us02web.zoom.us/j/7098341122?pwd=N09xeTFNUTDBScDAxSnBxUT09>

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 meeting agenda.
5. Take up, consider and take action on Regular Meeting minutes for January 26, 2021
6. Audience comments on Agenda items: 3-minute speaking time limit per person.
7. Audience comments on General Matters: 3-minute speaking time limit per person.
8. Take up, consider and take action on possible change to the Certificate of Deposit maturity period.
9. Take up, consider and take action to approve resolution number 2021-0201 as required for the Homeland Security Grant Number 4311901
10. Take up, consider and take action on agreement with WorkStep.
11. Take up, consider and take action on adopting a policy for re-imbursement to the District for training from employees who leave the District.
12. Kemp Smith Update.
13. CDM Smith Update.
14. General Manager Report.
15. 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. 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.
16. Return to open session for possible discussion and action on executive session item(s).
17. Board member availability for the March 23, 2021 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 to discuss the matter in executive session. If during the discussion of any agenda item, a matter is raised that is 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 posted for executive session. In no event; however, will the board take action on any agenda item in executive session.


Jose Ramirez
El Paso County Water Control & Improvement District #4
General Manager



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REGULAR MEETING MINUTES Tuesday, February 23, 2021

1. **Call Meeting to Order.**

President Juana Gutierrez called meeting to order at 6:00 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		
Ms. Magda C. Flores	Secretary	X		
Mr. Israel Martinez	Member	X		
Mr. Jorge Carrasco	Member	X		

District Staff:

Mr. Jose Ramirez.	General Manager
Ms. Patty Cruz	Office Manager
Ms. Romie Martinez	Inventory Control Manager
Mr. Martin Madrid	Field Manager

Consultants:

Mr. Isaac Campos	CDM Smith
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Visitors:

None

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 Mr. Carrasco.

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	X			

Motion: Passed

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

Discussion: No discussion.

Motion made by Ms. Flores to approve Regular Meeting minutes for January 26, 2021.

Seconded by (M. Flores, J. Gutierrez, I. Martinez, T. Quiñonez, J. Carrasco)

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	X			

Motion: Passed



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

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

8. **Take up, consider and take action on possible change to the Certificate of Deposit maturity period.**
Discussion: Mr. Ramirez informed the Board that the Certificate of Deposit will be maturing on March 10, 2021. If the Certificate is extended for 6 more months interest will be at .20, if extended for a year then the rate will be for .25 percent. Interest rates did go down from last year to this year.
Motion made by Ms. Flores to extend Certificate of Deposit for six more months.
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: Passed

9. **Take up, consider and take action to approve resolution number 2021-0201 as required for the Homeland Security Grant Number 4311901.**

Discussion: Mr. Ramirez notified the Board that the District was in the process of applying for a Homeland Security Grant which will be used for Security cameras through out the District's facilities. The Grant application requires the submittal of a Board approved Resolution. This particular Grant does not require matching funds, however, there is wording on the Resolution that states that the District will be matching funds. The Resolution was written based on a template that Homeland Security provided and the wording needs to stay as is.

Motion made by Ms. Flores to approve the Resolution removing the paragraph stating that the District must match funds unless the wording needs to remain as is.

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

10. **Take up, consider and take action on agreement with workstep.**

Discussion: Mr. Ramirez presented to the Board an option of obtaining new hires from a company called Workstep. Workstep will screen the applicants based on the District's required recommendations. The candidates will not have more than a forty-five minute drive to work. The District will not have to pay monthly or annual fees and there are no minimum number of hires. The District will only pay if one of Workstep's candidates is hired. There is a 90-day guarantee meaning that if a candidate leaves prior to 90 days or is terminated within those 90 days the District will be credited the full charge.

Motion made by Mr. Martinez to table item for discussion at a future meeting.

Seconded by Mr. Carrasco.



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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. I. Martinez	X			
Mr. J. Carrasco	X			

Motion: Passed

11. Take up, consider and take action on adopting a policy for re-imbursement to the District for training from employees who leave the District.

Discussion: Mr. Ramirez is asking for the Board to allow him to create a policy that will require employees who have received training paid by the District to reimburse the District for the training cost if they leave to work elsewhere within a certain period of time. After consulting with a Labor Attorney, it was brought to his attention that reimbursements are allowed so long as after reimbursement the last check for the employee is not under the minimum wage.

Motion made by Ms. Flores to allow Management to come up with a Reimbursement Policy for the District.

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

12. Kemp Smith update.

N/A

13. CDM Smith update.

Mr. Isaac Campos from CDM Smith gave a power point presentation to the Board on the progress that the UTEP students have made as well as some suggestions as to what the Board and District can do with the effluent water at the Wastewater Treatment Plant.

14. General Manager Report.

- Collection rate for January is 98%, 51 cutoffs and 31 remain unpaid.
- The owner of the Fast Trac is moving forward with the construction of the new truck stop. He has requested a letter of availability from us, we sent him the letter on Thursday, February 18. He has also stated that he wants a letter of agreement from us stating that we cannot connect any customers to the new line he is installing unless he gets re-imbursed for partial cost of the line. We will be working with Jr. and Drew on this agreement and then will bring it forward for the Boards approval.
- We received an email yesterday and it was forwarded to you all from the TRWA regarding the PUC order. The order is to not disconnect any customer for lack of payment, this order is in effect until the PUC lifts the order.
- Dustrol Inc. has donated asphalt millings, we only had to pay for the trucking. These millings will be used in areas that don't have pavement and that the field staff has issues with mud during rains. We have also delivered around 40 tons to the veteran's park as requested by the veterans committee. We had a total of over 300 tons donated and delivered by Dustrol Inc.



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- We have hired two employees from a temporary service so that we can meter read and to assist the field staff on other duties since we are three field operators short. These temps will be with us for the remainder of the week. As I had mentioned to you all in a text, we currently have an opening for the field operator position, which has been posted on our website, bulletin board outside the office and at the post office. Also, to let you all know that our three employees who tested positive for COVID and did get symptoms are now doing better.
- During the freeze last week we did experience some freezing lines, but it was only in the Waste Plant. These were all small lines on the headworks that froze, they were insulated, but still managed to freeze.

15. Executive Session.

No items requiring Executive Session.

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

Not applicable

17. Board Member availability for the March 23, 2021 Regular Meeting

All Board members will be available for the March 23, 2021 Regular Meeting.

18. Motion to adjourn.

Discussion: No discussion

Motion made by Ms. Flores to adjourn.

Seconded by Ms. Quiñonez.

Vote:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Other</u>
Ms. M. Flores	X			
Ms. J. Gutierrez	X			
Mr. J. Ramirez	X			
Ms. T. Quiñonez	XX			
Mr. I. Martinez				

Motion: Passed

Meeting Adjourned at 7:04 p.m.

Margaret C. Flores
Signature

3/23/2021
Date Approved