



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 27, 2024 at 6:00 P.M.

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 from January 23, 2024.
6. Take up, consider and take action on Special Meeting minutes from February 5, 2024.
7. Audience comments on Agenda items: 3-minute speaking time limit per person
8. Take up, consider and take action to approve payment for the 2023 treated effluent water discharge fee of \$56,597.80 to El Paso County Water and Improvement District #1.
9. Take up, consider and take action on authorizing the submittal of an application for a possible flyover at this year's Veterans Day celebration.
10. Update on former General Manager's personnel matters.
11. Kemp Smith Update.
12. CDM Smith Update.
13. General Manager Report.
14. Audience comments on General Matters: 3-minute speaking time limit per person.
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 or date change for March 26, 2024 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.

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



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REGULAR MEETING MINUTES Tuesday, February 27, 2024

1. **Call Meeting to Order.**

President Juana Gutierrez called meeting to order at 6:02 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		
Ms. Thelma Quiñonez	Member	X		
Mr. Martin Madrid	Member	X		

District Staff:

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

Consultants:

Mr. Sergio Estrada	Kemp Smith
Mr. Horacio Juarez	CDM Smith

Visitors:

Mr. Jose Ramirez	Ms. Linda Rodriguez
Mr. Rafael Ramirez	Mr. Miguel Ontiveros
Mr. David Sublasky	Ms. Josie Silva
Ms. Alicia Carrillo	Mr. Roberto Silva
Ms. Ana Sanchez	

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 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			
Ms. T. Quiñonez	X			
Mr. M. Madrid	X			

Motion: Passed.

5. **Take up, consider and take action on Regular Meeting Minutes for January 23, 2024.**

Discussion: No discussion.

Motion made by Mr. S. Madrid to approve Regular Meeting Minutes for January 23, 2024.

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			



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February 27, 2024

Ms. T. Quiñonez
Mr. M. Madrid

X				
X				

Motion: Passed.

6. Take up, consider and take action on Special Meeting Minutes from February 5, 2024.

Discussion: No discussion.

Motion made by Mr. S. Madrid to approve Special Meeting Minutes from February 5, 2024.

Seconded by Ms. T. Quiñonez.

<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			
Ms. T. Quiñonez	X			
Mr. M. Madrid	X			

Motion: Passed.

7. 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.

8. Take up, consider and take action to approve payment for the 2023 treated effluent water discharge fee of \$56,597.80 to El Paso County Water and Improvement District #1.

Discussion: Ms. R. Martinez presented to the board for approval, the yearly fee charged by El Paso County Water and Improvement District #1 in exchange for allowing the district to discharge treated effluent water into the canal.

Motion made by Mr. S. Madrid to approve payment for the 2023 treated effluent water discharge fee of \$56,597.80 to El Paso County Water and Improvement District #1.

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			
Ms. T. Quiñonez	X			
Mr. M. Madrid	X			

Motion: Passed.

9. Take up, consider and take action on authorizing the submittal of an application for a possible flyover at this year's Veteran's Day celebration.

Discussion: Mr. David Sublasky, on behalf of the Veterans Park Committee, requested the board's authorization for the submittal of an application for a flyover during the Veteran's Day celebration at no cost to the district.

Motion made by Mr. S. Madrid to authorize the submittal of an application for a possible flyover at this year's Veteran's Day celebration with Ms. R. Martinez' signature if required.

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			
Ms. T. Quiñonez	X			
Mr. M. Madrid	X			

Motion: Passed.



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10. Update on former General Manager's personnel matters.

Item discussed in executive session. No action taken.

11. Kemp Smith Update

N/A

12. CDM Smith Update

Mr. Horacio Juarez updated the board on the progress of the district projects underway; the blending tank, Ikard Lift Station and the property adjacent to the lift station.

13. General Manager Update

- The collection rate for January was 98% with 47 cutoffs; 13 remain unpaid.
- The cutoff date was extended from Wednesday, February 21st to Monday the 26th due to the internet being down on the 5th and the 6th of February; we were unable to accept payments over the phone or online. Spectrum was not able to repair damaged line until late on February 5th.
- The system will be down again either this month or next due to computer and server change outs.
- On February 8th, 9th, and 12th, members of Peña, Briones, McDaniel and Company were in our offices gathering documentation for the 2023 financial audit. They will present the concluded audit at next month's regular board meeting.
- We are now hiring an office clerk; the opening has been posted.
- Grant writer, Mr. Omar Martinez submitted the Watersmart Grant application on Monday, February 19th. The Reclamation expects to contact potential award recipients in the summer of 2024.
- The community is invited to attend an Easter Egg Hunt, hosted by the Peter J. Herrera patrol station, at Veterans Park on Saturday, March 16th.
- Mr. Horacio Juarez submitted the Emergency Preparedness plan to TCEQ and it was approved.

Field Manager Update

- Pumped 23 million gallons from well #7; water loss is at 6% for January and TDS is at 621.
- Sewer Manhole Lining is halfway done and should be finished by next week.
- CC Camp—Joel Apodaca took the lead on this project.
 - Expanded building; all cement, welding and plumbing work done in house.
 - Alpha Southwest equipped well. Joe Padilla did electrical work.
 - Project 98 % complete. Waiting on new booster pump.
- Current reports due by March; Tier 2, chemical thresholds report and the yearly Water Survey report.
- Digital Meters; field operators will continue installing residential meters this month.

14. Public comments on issues of general concern – 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.

15. Executive Session.

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

- A. Attorney Consultation Code 551.071
- B. Personnel Matters Code 551.074



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Board convened into Executive Session at 6:41 pm

Time in Executive Session 6 minutes.

From 6:41 pm to 6:47 pm.

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

Seconded by Ms. T. Quiñonez.

<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			
Ms. T. Quiñonez	X			
Mr. M. Madrid	X			

Motion: Passed.

16. Return to open session at 6:47 p.m. for possible discussion and action on Executive Session item(s).

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

Seconded by Ms. T. Quiñonez.

<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			
Ms. T. Quiñonez	X			
Mr. M. Madrid	X			

Motion: Passed.

17. Board member availability for the March 26, 2024, Regular Meeting.

Most board members present available for the March 26, 2024, Regular Meeting.

18. Motion to adjourn.

Discussion: No discussion.

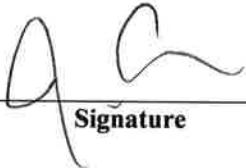
Motion made by Mr. S. Madrid to adjourn.

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			
Ms. T. Quiñonez	X			
Mr. M. Madrid	X			

Motion: Passed.

Meeting Adjourned at 6:48 p.m.



Signature

3/26/24

Date Approved