



# 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

## REGULAR MEETING MINUTES Tuesday, March 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:**

Horacio Juarez	CDM Smith
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**Visitors:**

Rafael Ramirez

**3. Pledge of Allegiance.**

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

**Discussion:** No discussion.

**Motion made by** Ms. Flores to approve the meeting agenda

**Seconded by** Mr. Martinez.

**Vote:**

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

**Motion:** Passed

**5. Take up, consider and take action on Regular Meeting Minutes for February 23, 2021.**

**Discussion:** No discussion.

**Motion made by** Mr. Martinez to approve Regular Meeting Minutes for February 23, 2021.

**Seconded by** Ms. Flores.

**Vote:**

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

**Motion:** Passed



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Regular Meeting  
March 23, 2021

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. **Presentation and Update on the TWDB Funding Applications by Mr. Juarez from CDM Smith.**  
**Discussion:** Mr. Juarez informed the Board that all the applications for upcoming projects have been submitted and accepted for review by TWBA. He went over a power point presentation that informed the Board which projects were submitted and how much money was requested per project. He also advised the Board that some of the projects submitted qualify for loan forgiveness.

9. **Take up, consider and take action on agreement with Mr. Panjwani (Junior) for the Proposed Water Line for the new Fast Trak#4.**

**Discussion:** Mr. Ramirez mentioned to the Board that Mr. Panjwani had contacted him regarding the water line needed to serve the new truck stop on the North side of I-10. Since Mr. Panjwani is having to pay for the design, material and labor for the water line, he is asking for an agreement with the District stating that no other customer can connect to the line unless the District is willing to assist financially. The District was going to have to relocate that line in the future at the District's expense whenever TXDOT decides to construct the new bridge. The approximate cost estimated by Mr. Juarez for the relocation is \$825,000.00. The two options being presented are:

#1. An agreement between Mr. Panjwani and the District stating that the District cannot connect any customers to the new line unless Mr. Panjwani is compensated a specific amount. Amount will have to be negotiated by the District and Mr. Panjwani and contract drawn up by the District Attorney.

#2. The District will compensate Mr. Panjwani \$100,000.00 (Either pay amount, purchase material or pay contractor the agreed amount), provide the TXDOT permit, installation inspection and any fees associated with the District Engineer (Horacio) for reviewing and approving project plans. When water line project is completed and approved by the District, Mr. Panjwani will then turn over the waterline to the District.

**Motion made by Mr. Martinez to approve option #2.**

**Seconded by Ms. Flores.**

**Vote:**

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

**Motion:** Passed

10. **Take up, consider and take action on removal of piled dirt at the Raul Gutierrez Wastewater Treatment Plant.**

**Discussion:** Mr. Ramirez mentioned to the Board that the District was contacted by a local trucker regarding the mounds of dirt at the RGWWTP. He is offering to remove all the dirt at no cost to the District. The dirt at the plant is of no use to the District since it has too much clay. Mr. Ramirez is asking the Board to allow the removal of the dirt at the RGWWT by anyone who requests to do so at no charge to the District.



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**Motion made by Ms. Flores** to approve the removal of piled dirt at the Raul Gutierrez Wastewater Treatment Plant by anyone that is licensed and bonded and willing to remove it free of charge.

**Seconded by Mr. Martinez.**

**Vote:**

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

**Motion:**

**11. Kemp Smith update.**

N/A

**12. CDM Smith update.**

N/A

**13. General Manager Report.**

- Collection rate for February is 97%, 0 cutoffs, 61 remain unpaid (We will resume cutoffs in April).
- We have hired Mr. Adrian Medeles for the opened Field Staff position. He comes to us with 17 years of water experience, and he is a lifelong resident of Fabens. We are extremely grateful to have Mr. Medeles as part of our staff.
- Mr. Abel Vasquez, one of our field operators, has resigned. His last day with the District was Friday, March 19. We will keep the advertisement that we had for the previous vacancy open until his position is filled.
- On Thursday, March 11, we had a backhoe certification training onsite, which was provided to us by United Rentals. Now all our field staff are certified to operate a backhoe. We also included the two warehouse staff members in this training.
- We have submitted the Non-Profit Homeland Security Grant application for camera systems, access control for doors and gates and wireless communication from office to RGWWTP and 10<sup>th</sup> St on March 18<sup>th</sup>, the due date. The total amount submitted for this grant was \$179,018.00. We will be notified in August of this year if we are awarded the funding. If we are awarded the grant, the funds will be deposited into the General fund in February of 2022. Daniela Hernandez from CDM Smith and Mrs. Martinez were instrumental in the application for the Grant.
- Cyber security training email was sent to you all on March 9, this training is mandated by the Texas Government Code for anyone that uses computers from the District. This email includes the class necessary to complete training. As stated on the email, please let me know when you all have completed the training, the due date for us to submit the certification of the training is June 14, 2021. This will be an annual training.
- We will be purchasing the three vehicles that were approved on the 2021 Budget. The total for all three Vehicles is \$83,902.00. (2) 2021 Silverado 4 door pickups for \$29,995.00 each. A 2021 Equinox for \$23,512.00. Region XIX Allied State's purchasing fee of \$400.00. Since we are purchasing vehicles through the Region XIX Allied State's purchasing CO-OP, we do not have to go out for bid, we are members of the CO-OP.

**14. Executive Session.**

**No items requiring Executive Session.**



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

Not applicable.

16. Board Member availability for the April 27, 2021 Regular Meeting.

All Board members present will be available for the April 27, 2021 Regular Meeting.

17. Motion to adjourn.

**Discussion:** No discussion.

**Motion made by** Ms. Flores to adjourn.

**Seconded by** Mr. Martinez.

Vote:

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

**Motion:** Passed.

Meeting Adjourned at 6:57 p.m.

*Meghan C. Flores*  
Signature

4/27/2021  
Date Approved