



EL PASO COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 4

P.O. BOX 3880

117 E. MAIN ST.

FABENS, TX 79838-3880

(915) 764-2212

FAX (915) 764-4840

REGULAR MEETING MINUTES

Tuesday, April 27, 2021

1. Call Meeting to Order.

President Juana Gutierrez called meeting to order at 6:30 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:

N/A

Visitors:

Rafael Ramirez
David Sublasky

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. 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	X			

Motion: Passes

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

Discussion: N/A

Motion made by Mr. Martinez to approve the Regular Meeting Minutes for March 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	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 to approve the Memorial design by GA Architecture to be included in the Veterans Park Plan.

Discussion: Mr. Sublasky started off by thanking the Water District for continuously offering the property to the community and gave a brief summary of how the Veterans Park started and the changes that have taken place through out the years. A Memorial design was presented by GA Architecture a few years back which would take up the baseball field that a lot of the community kids use. Mr. Sublasky would like for GA Architecture to minimize the design to fit in a smaller area and since the Water District owns the land, he is requesting permission from the Board members to include this memorial design in the Veterans Park Master plan.

Motion made by Ms. Flores to approve the Memorial design by GA Architecture to be included in the Veterans Park Plan.

Seconded by Mr. Carrasco.

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	X			

Motion: Passed.

9. Take up, consider and take action on claiming the (2) 2008 Ford Rangers, the 2012 Nissan Sentra and the Avaya telephones as District surplus and to allow the General Manager to have items auctioned.

Discussion: Mr. Ramirez explained to the Board that now that the new vehicles have been purchased, the (2) 2008 Ford Rangers and the 2012 Nissan Sentra are now surplus vehicles. There are also some old Avaya phones that are surplus and Mr. Ramirez would like to have Larry Otten Auctioneers in Clint auction the vehicles and phones. Their fees are 15% of the sale, that is what they charge all Government entities. They take care of all the advertisement and have a much larger customer base than the District.

Motion made by Ms. Flores to claim the 2008 Ford Rangers and Avaya phones as surplus and allow the General Manager to have the items auctioned.

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	X			

Motion: Passed.

10. Take up, consider and take action to pursue the purchase of property.

Discussion: The Morales family next door to the District is selling their property. It is an opportunity for the District to purchase the property for additional customer parking and a drive thru for payments. Mr. Ramirez is asking the Board for approval to pursue the purchase of the property.

Motion made by Ms. Flores to approve for Mr. Ramirez to pursue the purchase of the property.

Seconded by Mr. Carrasco.



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Vote:

Ms. J. Gutierrez
Ms. T. Quiñonez
Ms. M. Flores
Mr. I. Martinez
Mr. J. Carrasco

Aye

Nay

Abstain

Other

X			
X			
X			
X			

Motion: Passed

11. Kemp Smith update.

N/A

12. CDM Smith update.

N/A

13. General Manager Report.

- Collection rate for March- 98 %, 38 cutoffs, 8 remain unpaid
- Last week M. Juarez and I met with the Director of the Rio Grande Council of Governments, Mrs. Gutierrez. She heads the regional planning committee which is the group that submits projects for the TWDB SWIFT program. We discussed the RGWWTP water re-use project, which needs to be added to the regional water plan. If she cannot get this project on this year's plan, we will have to wait until 2025. Mrs. Gutierrez did mention that they should be able to add it for this year. We have scheduled a meeting for this Friday with the TWDB to discuss projects.
- She also mentioned that the RGCOG is working with the County and school district for broadband internet funding, RGCOG also wants to include Water Districts in this project. The idea is to provide internet to the community.
- Our attorney Mr. Miller has been working on the agreement for the new Fast Trac, he has come across an obstacle with us sharing the cost with Mr. Panjwani. The obstacle is that Mr. Panjwani will have to meet all the bidding requirements, this is due to the amount that we will provide for the project. As Mr. Miller stated, it can be construed, as the District avoiding the bidding process. Mr. Panjwani's attorney and Mr. Miller will be discussing this issue.
- We will start collecting the \$5.00 late fee in May, this is due to the high volume of late payments. We had suspended the late fee last year due to Covid 19. We are still accepting payment plans for those customers that struggle financially.
- We have found asbestos on the floor in the front office. This floor had two layers of floor tile, the bottom layer is where we found asbestos. Part of this tile has come loose and needs to be completely removed.
- We submitted a sample of the tile to Sun City Analytical for testing, sample came back positive for asbestos. Sun City Analytical has prepared an abatement plan, which includes a list of contractors that can remove and dispose of tile. We are currently awaiting an estimate for the floor tile abatement.
- The committee for the vacant warehouse position has selected Mrs. Cynthia Carrasco. She will be starting tomorrow morning. I did ask our attorney, Mr. Miller if we could hire her since Mr. Carrasco serves on the Board of Directors. Since the hiring is under the General Manager's authority, it is okay, even if this was a Board decision then Mr. Carrasco would have to abstain from voting.

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 May 25, 2021 Regular Meeting.

All Board members present will be available for the May 25, 2021 Regular Meeting.

17. Motion to adjourn.

Discussion: No discussion.

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

Seconded Mr. Martinez.

Vote:

Ms. J. Gutierrez
Ms. T. Quiñonez
Ms. M. Flores
Mr. I. Martinez
Mr. J. Carrasco

Aye

Nay

Abstain

Other

	<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	X			

Motion: Passed

Meeting Adjourned at 7:11 p.m.

Signature

7/27/21

Date Approved