



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, April 28, 2026

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		
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. Horacio Juarez, CDM Smith
Mr. Nicklaus Jimenez, Kemp Smith -via Zoom

Visitors:

Mr. Armando Rubalcaba	Ms. Linda Rodriguez
Ms. Josie Silva	Mr. Roberto Silva
Mr. Luz Marquez	Ms. Annette Gutierrez
Mr. Omar Martinez	

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 as presented.

Seconded by Ms. A. Sanchez.

<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 March 24, 2026.**

Discussion: No discussion.

Motion made by Mr. S. Madrid to approve the Regular Meeting Minutes from March 24, 2026.

Seconded by Ms. A. Sanchez



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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.

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.**
N/A

7. **Update by the Rio Grande Council of Governments on the Veterans Park Memorial grant funded by the Economic Development Administration.**

Ms. Annette Gutierrez with the Rio Grande Council of Governments presented the board with a PowerPoint presentation summarizing the funding and expenditures for the memorial. She explained that there is a shortfall of \$9,865.25. Ms. Gutierrez then approached the board with the idea of possibly splitting the shortfall evenly between the water district and the Rio Grande Council of Governments. Mr. Samuel Madrid suggested that Ms. Gutierrez reach out to AO Construction to see if they might be willing to help cover the shortfall.

8. **Take up, consider, and take action to approve the submittal of grant applications to the Texas Water Development Board for HB500 Water Supply and Infrastructure Grant (WSIG), up to \$5 million dollars, and to the United States Bureau of Reclamation WaterSMART Small Scale Efficiency Projects grant up to \$1.5 million with a fifty percent match.**

Discussion: Mr. Omar Martinez with InfraPM introduced himself to the Board and explained that the company provides technical services focused on assisting small water districts in taking advantage of available funding opportunities. He informed the Board that the State Legislature had made more than \$1 billion available through the Texas Water Development Board for water-related projects. After discussions with staff, it was determined that the drilling and equipping of a new well would be an ideal project for this grant opportunity. The application request would be for up to \$4 million, and the funding would be provided as a 100% grant with no matching funds required.

The second funding opportunity is through the Bureau of Reclamation. Through a previous funding request with the Bureau of Reclamation, the District was able to complete the majority of its digital meter change-out program. However, there are still approximately 300 meters remaining to be purchased, and this grant opportunity would assist with completing that effort.

The estimated project cost is approximately \$100,000. Since the funding would be provided as a 50/50 grant, the district would be responsible for half of the project cost. Completion of the meter change-out program would allow the district to better quantify and monitor water usage.

Following the explanation of both grant opportunities, Mr. Omar Martinez with InfraPM requested permission from the Board to submit grant applications on behalf of the District for both projects.

Motion made by Mr. S. Madrid to approve the submittal of grant applications to the Texas Water Development Board for HB500 Water Supply and Infrastructure Grant (WSIG), up to \$5 million dollars, and to the United States Bureau of Reclamation WaterSMART Small Scale Efficiency Projects grant up to \$1.5 million with a fifty percent match.



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Seconded by Ms. A. Sanchez.

<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 to approve the Drought Contingency Plan and send the plan to TCEQ for their review and approval.

Discussion: Mr. Horacio Juarez informed the Board that the Drought Contingency Plan is required by the Texas Commission on Environmental Quality (TCEQ) to be updated every five years, with the current update due in 2025. He also stated that the Texas Water Development Board requires the plan to be updated when submitting grant applications. Mr. Juarez noted that several revisions were made to the plan, including updating the General Manager's name. He then requested Board approval of the updated Drought Contingency Plan.

Motion made by Mr. S. Madrid to approve the Drought Contingency Plan and send the plan to TCEQ for their review and approval.

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

10. Take up, consider, and take action to approve the updated Conservation Plan.

Discussion: Mr. Juarez informed the Board that Conservation Plans are not required by TCEQ to be updated every five years. However, the last time the District updated the plan was in 2015. He stated that new requirements have since been added and need to be included in the updated plan. Mr. Juarez requested Board approval of the revised Conservation Plan.

Motion made by Mr. S. Madrid to approve the updated Conservation Plan.

Seconded by Ms. A. Sanchez.

<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. Take up, consider, and take action to approve the updated Risk and Resiliency Plan.

Discussion: Mr. Juarez briefed the Board on the new plan developed by TCEQ in conjunction with the EPA regarding terrorism preparedness approximately three years ago. He explained that several minor updates had been made to the plan and requested the Board's approval.

Motion made by Mr. S. Madrid to approve the updated Risk and Resiliency Plan.

Seconded by Ms. A. Sanchez.



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<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.

12. Take up, consider, and take action to approve the Financial Audit as presented by Peña Briones McDaniel & Co., PC, at the March 24, 2026, meeting.

Discussion: Mr. Martinez explained that the board was asked in the agenda item to approve the financial audit at last month's meeting. However, following questions and discussion after the presentation at the meeting, action was not taken due to an oversight.

Motion made by Mr. S. Madrid to approve the Financial Audit as presented by Peña Briones McDaniel & Co., PC, at the March 24, 2026 meeting.

Seconded by Ms. A. Sanchez.

<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.

13. Kemp Smith Update

No update

14. CDM Smith Update-

Mr. Juarez reported to the board that the projects are moving along great. He presented pictures to show the progress. The tank should be online by June, and the lift station by mid-October.

15. Finance Officer Report

- The collection rate for the month of March is at 99%. There were 35 cut-offs, and 13 remain unpaid.
- As of the end of March, the district has collected \$841,984.19 in revenue, 24% of the total budget amount for 2026.
- The district has spent \$1,188,561.42, which is 29% of the budgeted expense for 2026.
- The district earned a total of \$20,614.61 in interest from all the open bank accounts.
- A total of \$37,942.64 was transferred to the money market account from the Water Improvement Fund and the Sewer Construction Fund accounts that were approved to close.

16. General Manager Update

- Wells pumped a total of 23.7 million gallons
- March water loss is 9% / First quarter sits at 7%
- Current TDS at 712, PH levels at 7.2, Chlorine at 1.38 at the tank, and district-wide at 1.29.
- All VFD's at 10th St are installed and working except for 1, which is currently awaiting the pump and motor assembly. The new motor is expected in June. The rebuilt motor is ready, pending the mechanical seal and pump shafts, which are set to come in next week. Once received, the district can proceed with installing the rebuilt motor and rebuilt pump during the week of May 18th.
- The VFD at Well # 4 was installed and energized. The automatic valve will need to be retested on Well #4 once the Raw Water Tank is online and in operation.



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- A new batch of digital meters is in, and staff resumed installation. After all meters have been installed, there will be approximately two full routes to complete.
- The ribbon-cutting ceremony for the Veterans Park Memorial took place on Friday, April 17th. Mr. Martinez thanks all who attended. Ms. Mayte Sanches was one of several speakers and was thanked for representing the district at the event. He also thanked all past and present board members who were involved in the decision to approve building the memorial on district land.
- The district received the County's proposal for the veteran's park land acquisition. A meeting has been scheduled with Drew for next week to discuss the proposal. An update will be given on how to proceed at next month's meeting.
- Mr. Martinez gave an update to the board on inquiries that were brought up at last month's meeting regarding Cypress Well by providing a timeline of dates and agenda items with minutes.

17. **Executive Session.**

N/A

18. **Return to open session at _____ for possible discussion and action on Executive Session item(s).**

N/A

19. **Board member availability for the May 26, 2026, Regular Meeting**

All board members stated they are available for the May 26, 2026, Regular Meeting.

20. **Motion to adjourn.**

Discussion: No discussion.

Motion made by Mr. S. Madrid to adjourn.

Seconded by Mr. J. Carrasco.

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 7:06 p.m.


Signature

5-26-26
Date Approved