



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

SPECIAL MEETING MINUTES

Thursday, May 27, 2021

1. Call Meeting to Order.

President Juana Gutierrez called meeting to order at 6:00 p.m.

2. Roll Call & Determination of Quorum.

		<u>Present</u>	<u>Absent</u>	<u>Comments</u>
Ms. Juana Gutierrez	President	X		
Ms. Thelma Quiñonez	Vice President	X		Via Zoom
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:

Michael O'Donnell	Bixler & Company, L.L.P.
Edward Espinoza	Bixler & Company, L.L.P.

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				Unable to vote, tech difficulties
Ms. M. Flores	X			
Mr. I Martinez	X			
Mr. J. Carrasco	X			

Motion: Passed

5. Take up, consider and take action on Special Meeting Minutes for April 27, 2021.

Discussion: No discussion.

Motion made by Mr. Martinez to approve the Special Meeting Minutes for April 27, 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. Take up, consider and take action on Regular Meeting Minutes for April 27, 2021.

Discussion: No discussion.

Motion made by Ms. Flores to approve the Regular Meeting Minutes for April 27, 2021.

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				
Ms. M. Flores	X			
Mr. I. Martinez	X			
Mr. J. Carrasco	X			

Motion: Passed

7. Audience comments on Agenda items: 3-minute speaking time limit per person.

N/A

8. Audience comments on General Matters: 3-minute speaking time limit per person.

N/A

9. Take up, consider and take action on 2020 El Paso County Water Control & Improvement District No. 4 Financial Audit as presented by Bixler and Company L.L.P.

Discussion: Mr. Michael O'Donnell presented the 2020 El Paso County Water Control & Improvement District No. 4 Financial Statement audit report. All records were in good order and no internal control deficiencies were found.

Motion made by Ms. Flores to approve the 2020 El Paso County Water Control & Improvement District No. 4 Financial Audit as presented by Bixler and Company, L.L.P.

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				
Ms. M. Flores	X			
Mr. I. Martinez	X			
Mr. J. Carrasco	X			

Motion: Passed

10. Take up, consider and take action on new employee and Assistant Field Manager's salary.

Discussion: Item discussed in Executive Session.

Motion made by Mr. Martinez to allow the General Manager to determine starting pay commensurate with experience for any new applicant ranging from \$10.00-\$15.00 per hour and for Mr. Guerrero's, Field Supervisor, pay to go from salary to hourly in accordance with Labor Regulations. No action was taken in Executive Session as a result of the discussion.

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				
Ms. M. Flores	X			
Mr. I. Martinez	X			
Mr. J. Carrasco	X			

Motion: Passed

11. Kemp Smith update.

N/A



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12. CDM Smith update.

Mr. Juarez went over several Water Quality Test Reports from years before the R.O. system was put in place and after to compare results. The quality of the water with the R.O. system in place has improved significantly. He reported to the Board that the district has control of the quality of the water.

13. General Manager Report.

1. Collection rate for April- 98 %, there were 37 cutoffs, 6 remain unpaid.

2. Wastewater line project on 8th. St. is 100 % complete. All customers are now connected to the new wastewater line, this is a total of four existing customers.

3. The asbestos abatement at the front office was completed on May 22nd. We can now continue with the remodeling.

4. We have replaced the road base and gravel on the entrance road to well #4 and the rear parking lot of office with the asphalt millings. The next areas for the millings will be the entrance to the RGWWTP and the new parking lot behind office (Savage Oil property).

5. We have received all the parts for the Belt press at the WWTP, the field staff have started replacing the parts already. This process is being done as time permits, once done belt press will be like new.

6. We are awaiting the appraisal for the Morales property from Mrs. Linda Powers with the Powers Group. She visited the site several weeks ago and mentioned that it would take about three weeks to finish the appraisal.

7. We received an email this morning from Project Bravo, (Forwarded email to all Board members) regarding additional stimulus funding to assist the low-income customers with financial assistance for their water bill. The Project Bravo Director would like to discuss this funding with us, she has scheduled a virtual meeting for next Tuesday at 10:00 A.M. to discuss funding.

14. Executive Session.

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

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.

15. Return to open session at 7:30 p.m. for possible discussion and action on Executive Session item(s).

16. Board Member availability for the June 22,2021 Regular Meeting.

All Board Members except Mr. Carrasco will be available for the June 22,2021 Regular Board Meeting.

17. Motion to adjourn.

Discussion: No discussion.

Motion made by Ms. Flores to adjourn.

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	_____	_____	_____	_____
Ms. M. Flores	X	_____	_____	_____
Mr. I. Martinez	X	_____	_____	_____
Mr. J. Carrasco	X	_____	_____	_____
Motion: Passed				

Meeting Adjourned at 7:30 p.m.

[Handwritten Signature]
Signature

6/22/2021
Date Approved