

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



BOARD OF DIRECTORS REGULAR MEETING

TUESDAY, May 27, 2025 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 April 22, 2024.
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.
7. Take up, consider, and take action to award the Veterans Park Memorial project to AO General Contractor, Inc. for \$1,044,025.00.
8. Take up, consider, and take action on approving an invoice for \$9,214.60 from GA Architecture Inc.
9. Take up, consider, and take action to approve a minimum original cost or useful life of an item to be classified as capital asset (i.e., equipment, structures, and vehicles) for purposes of the district's annual financial audit.
10. Take up, consider, and take action on a proposed employment agreement with Israel Martinez for the General Manager position.
11. Take up, consider, and take action on a personnel matter with respect to Romie Martinez.
12. Kemp Smith Update.
13. CDM Smith Update.
14. General Manager Report.
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 items(s).
17. Board member availability or date change for the June 24, 2025, Regular Meeting.
18. Adjourn.

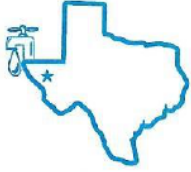
I, the undersigned authority, hereby certify that the above Notice of Meeting of the Board of Directors of the El Paso County Water Control & Improvement District No. 4 is a correct copy of the Notice and that I posted the Notice at the Fabens Post Office and at the District Office Bulletin board located 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 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 in executive session.

Romie Martinez

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



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REGULAR MEETING MINUTES Tuesday, May 27, 2025

1. Call Meeting to Order.

President Juana Gutierrez called the 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		
Mr. Samuel Madrid	Vice President	X		
Mr. Jorge Carrasco	Secretary		X	
Mr. Martin Madrid	Member	X		
Ms. Ana M. Sanchez	Member	X		

District Staff:

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

Consultants:

Mr. Horacio Juarez CDM Smith
 Ms. Lillian Sanchez Kemp Smith

Visitors:

Ms. Linda Rodriguez Mr. Armando Rubalcaba
 Ms. Josie Silva Mr. Roberto Silva
 Mr. David Sublasky Mr. Gerry Gutierrez
 Mr. Raul Lopez

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.

Seconded by Ms. A. Sanchez.

Vote:

	<u>Aye</u>	<u>Nav</u>	<u>Abstain</u>	<u>Other</u>
Ms. J Gutierrez	X			
Mr. S. Madrid	X			
Mr. J. Carrasco				
Mr. M. Madrid	X			
Ms. A. Sanchez	X			

Motion: Passed.

5. Take up, consider, and take action on Regular Meeting Minutes for April 22, 2025.

Discussion: The year on agenda item #5 will be corrected to show 2025.

Motion made by Mr. S. Madrid to approve the Regular Meeting Minutes for April 22, 2025.

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	_____	_____	_____	_____
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.

Ms. Gutierrez read aloud the El Paso County Water Control # Improvement District #4 policies and provisions for violations of the district's decorum and public comments policy approved by the board at last month's board meeting. No public comments were made.

7. Take up, consider, and take action to award the Veterans Park Memorial project to AO General Contractor, Inc. for \$1,044,025.00.

Discussion: Mr. Gerry Gutierrez, Architect, recommended to the board to award AO General Contractors the construction contract for the Veterans Park Memorial for \$1,044,025.00. After the value engineering, they came in with the lowest bid.

Motion made by Mr. S. Madrid to award the Veterans Park Memorial project to AO General Contractor for \$1,044,025.00.

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	_____	_____	_____	_____
Mr. M. Madrid	X	_____	_____	_____
Ms. A. Sanchez	X	_____	_____	_____

Motion: Passed.

8. Take up, consider, and take action on approving an invoice for \$9,214.60 from GA Architecture Inc.

Discussion: Mr. Gerry Gutierrez explained that his invoices are billed based on phases and the percentage of completion on design, bidding, construction documentation, and construction administration.

Motion made by Mr. S. Madrid to approve an invoice for \$9,214.60 from GA Architecture Inc.

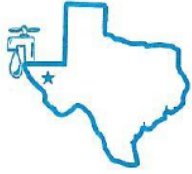
Seconded by Ms. A. Sanchez.

<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	_____	_____	_____	_____
Mr. M. Madrid	X	_____	_____	_____
Ms. A. Sanchez	X	_____	_____	_____

Motion:

9. Take up, consider, and take action to approve a minimum original cost or useful life of an item to be classified as a capital asset (i.e., equipment, structures, and vehicles) for purposes of the district's annual financial audit.

Discussion: Ms. Martinez explained to the board that the auditors are asking for consideration in revising the current \$500 minimum asset classification to a higher amount. Most utilities range between \$1,000 – \$5,000, with \$5,000 being the most popular.



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Motion made by Mr. S. Madrid to increase the minimum original cost or useful life of an item to be classified as a capital asset from \$500 to \$5,000.

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				
Mr. M. Madrid		X		
Ms. A. Sanchez	X			

Motion:

10. Take up, consider, and take action on a proposed employment agreement with Israel Martinez for the General Manager position.

Discussion: Item was discussed in Executive Session.

Motion made by Mr. S. Madrid to approve the contract for Israel Martinez for the General Manager position, with changes made to sections 1.1 and 2.2 as discussed in the executive session.

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				
Mr. M. Madrid		X		
Ms. A. Sanchez	X			

Motion: Passed

11. Take up, consider, and take action on a personnel matter with respect to Romie Martinez.

Discussion: Item was discussed in Executive Session.

Motion made by Mr. S. Madrid to be approved as discussed in Executive Session.

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				
Mr. M. Madrid		X		
Ms. A. Sanchez	X			

Motion: Passed

12. Kemp Smith Update-
N/A

13. CDM Smith Update-

- Mr. Horacio Juarez announced to the board that he will be doing a presentation on the district's Manganese and RO systems at the annual Texas desalination conference in September.
- Advertisements for bids on the Ikard lift station and Raw water tank will run this Friday, the 30th and the following Friday, the 6th of June. The Prebid meeting is scheduled for June 17th, and bid openings will be on July 10th. Both projects will be posted simultaneously to reduce costs. The lowest bids will be brought before the board for approval at the July 22nd board meeting.
- Bids are good for 90 days. Due to continued tariffs being imposed, contractors can rescind their bids and submit a higher cost if necessary.



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14. General Manager Update

- The collection rate for April was 99% with 24 cutoffs, 15 remain unpaid.
- The land acquisition for the Ikard lift station took place on May 14th. The original recorded deed has been received.

Field Manager Update

- The water loss for April is 4%, which is in line with last year's numbers.
- HUBER was here last week working on the headworks up until Saturday. Prior to them working on the headworks, permission from TCEQ was obtained to divert the influent coming in from the Ikard lift station to the old racetrack.
- One VFD at the RO is down. There are currently two VFD's still operating. We are waiting for information from Kurita on the possible replacement of the switchboard that may have burned out.

15. Executive Session.

Meeting to be closed in accordance with the Texas Government Code of the Open Meeting Act for discussion as follows:

A. Attorney Consultation Code 551.074

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

Board convened into Executive Session at 6:36 pm

Time in Executive Session 81 minutes.

From 6:36 pm to 7:57 pm.

Motion made by Mr. S. Madrid.

Seconded by Mr. M. Madrid.

Vote:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Other</u>
Ms. J. Gutierrez	X			
Mr. S. Madrid	X			
Mr. J. Carrasco				
Mr. M. Madrid	X			
Ms. A. Sanchez	X			

Motion: Passed

16. Return to open session at 7:57 for possible discussion and action on Executive Session item (s).

Motion made by Mr. S. Madrid.

Seconded by Mr. M. Madrid.

Vote:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Other</u>
Ms. J. Gutierrez	X			
Mr. S. Madrid	X			
Mr. J. Carrasco				
Mr. M. Madrid	X			
Ms. A. Sanchez	X			

Motion: Passed.

17. Board member availability for the June 24, 2025, Regular Meeting

All Board members are available.

18. Motion to adjourn.

Discussion: No discussion.

Motion made by Mr. S. Madrid.

Seconded by Mr. M. Madrid.



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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	_____	_____	_____	_____
Mr. M. Madrid	X	_____	_____	_____
Ms. A. Sanchez	X	_____	_____	_____

Motion: Passed.

Meeting Adjourned at 8:00 p.m.

[Signature]
Signature

8-26-25
Date Approved

