



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

BOARD OF DIRECTORS REGULAR MEETING

TUESDAY, July 22, 2025 at 6:00 P.M.

117 EAST MAIN ST., IN FABENS, TEXAS

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 May 27, 2025.
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 "Replacing of Ikard Lift Station", Bid No. 01-25, in the amount of \$3,784,780 to Spiess Construction Company, Inc., being the lowest, responsible, responsive bidder meeting all of the requirements of the plans and specifications.
8. Take up, consider, and take action to award "Raw Water Ground Storage Tank", Bid No. 02-25, in the amount of \$1,940,000 to Cubic Water LLC, being the lowest, responsible, responsive bidder meeting all of the requirements of the plans and specifications.
9. Take up, consider, and take action on approving a quote from El Paso Roofing for \$27,858.08 to replace the roof at the warehouse.
10. Take up, consider, and take action to approve Resolution No. 2025-04 to change the Board Member elections from "at large" to "by place".
11. Take up, consider, and take action on approving a revised organizational chart.
12. Kemp Smith Update.
13. CDM Smith Update.
14. Finance Officer Report
15. General Manager Report.
16. 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.

17. Return to open session for possible discussion and action on executive session items(s).
18. Board member availability or date change for August 26, 2025, Regular Meeting.
19. Adjourn.

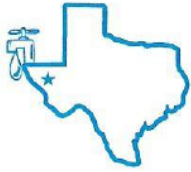
I, the undersigned authority, hereby certify that the above Notice of Meeting of the Board of Directors of the El Paso County Water Control & Improvement District No. 4 is a correct copy of the Notice and that I posted the Notice at the Fabens Post Office and at the District Office Bulletin board located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

Israel Martinez
General Manager

El Paso County Water Control & Improvement District #4



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REGULAR MEETING MINUTES Tuesday, July 22, 2025

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. Drew Miller	Kemp Smith
Mr. Nicklaus Jimenez	Kemp Smith

Visitors:

Ms. Linda Rodriguez	Ms. Jose Silva
Mr. Roberto Silva	Mr. Armando Rubalcaba

3. Pledge of Allegiance.

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

Discussion: Mr. Martin Madrid questioned why the agenda item #5 had a date of April 22, 2025, on the agenda.

agenda, but the board packet rationale showed a different date.

Motion made by Mr. J. Carrasco to approve the meeting agenda with the April 22, 2025, date on agenda item #5.

Seconded by Ms. A. Sanchez.

Vote:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Other</u>
Ms. J Gutierrez	X			
Mr. S. Madrid				
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 for May 27, 2025.

Discussion:

Motion made by Mr. J. Carrasco to approve the meeting minutes as amended with the correct date.

Seconded by Ms. A. Sanchez



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Regular Meeting
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Vote:

Ms. J Gutierrez
Mr. S. Madrid
Mr. J. Carrasco
Mr. M. Madrid
Ms. A. Sanchez

Aye

Nav

Abstain

Other

X

X

X

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.**
7. **Take up, consider, and take action to award "Replacing of Ikard Lift Station", Bid No. 01-25, in the amount of \$3,784,780 to Speiss Construction Company, Inc., being the lowest, responsible, responsive bidder meeting all of the requirements of the plans and specifications.**

Discussion: Mr. Horacio Juarez informed the board that three bids have been received for the Ikard project and explained the bid tabulations. Bain Construction came in with a bid amount of \$4,342,990, Cubic Water with \$4,110,950, and SPEISS with \$3,784,780. He asked the board to approve the lowest bid received by SPEISS Construction. Mr. Martin Madrid expressed concern that the lowest bid received was still too high in price.

Motion made by Mr. Jorge Carrasco to award the "Replacing of Ikard Lift Station", Bid No. 01-25, in the amount of \$3,784,780 to Speiss Construction Company, Inc., being the lowest, responsible, responsive bidder meeting all of the requirements of the plans and specifications.

Seconded by Ms. A. Sanchez

Vote:

Ms. J Gutierrez
Mr. S. Madrid
Mr. J. Carrasco
Mr. M. Madrid
Ms. A. Sanchez

Aye

Nav

Abstain

Other

X

X

X

X

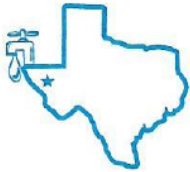
Motion: Passed

8. **Take up, consider, and take action to award "Raw Water Ground Storage Tank", Bid No. 02-25, in the amount of \$1,940,000 to Cubic Water LLC, being the lowest, responsible, responsive bidder meeting all of the requirements of the plans and specifications.**

Discussion: Mr. Horacio Juarez informed the board that only two bids had been received for the Raw Water Storage Tank and explained the tabulations. He asked the board to approve the lowest bid received from Cubic Water LLC, which was \$1,940,000. Mr. Martin Madrid expressed concern with the workmanship from Cubic Water as he was unhappy with the work done by them at the RO and asked if the project could be put out for new bids. Mr. Juarez explained that only two bids were received, and there could be a choice to award the contract to the second bidder; however, the bid was over \$250,000 more. If the project goes out for rebids, there is a significant risk of receiving no bids at all or bids at a much higher price.

Motion made by Mr. J. Carrasco to award "Raw Water Ground Storage Tank", Bid No. 02-25, in the amount \$1,940,000 to Cubic Water LLC, being the lowest, responsible, responsive bidder meeting all of the requirements of the plans and specifications.

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

Motion: Passed

9. **Take up, consider, and take action on approving a quote from El Paso Roofing for \$27,858.08 to replace the roof at the warehouse.**

Discussion: Mr. Martinez informed the board that three bids were obtained and explained the roofing process recommended by each company. He suggests that the board approve the lowest quote received from a local company, El Paso Roofing, which can respond promptly should issues arise. Mr. M. Madrid inquired whether El Paso Roofing was insured and bonded, and if so, for what amount.

Motion made by Mr. J. Carrasco to approve the quote from El Paso Roofing for \$27,858.08 to replace the roof at the warehouse pending adequate Insurance and bond proof.

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

Motion: Passed

10. **Take up, consider, and take action to approve Resolution No. 2025-04 to change the Board Member elections from "at large" to "by place".**

Discussion: Mr. Martinez requested that the board reconsider its election procedures. The way elections are held at the moment is "at large," meaning that the top vote getters secure a place on the board. If changed to "by place", a person can choose the incumbent they would like to run against. The winner of each race gets a place on the board. Mr. Madrid asked if this had been done before and if it meant that the elections would follow the same process the school district currently uses.

Motion made by Mr. J. Carrasco to approve Resolution No. 2025-04 to change the board member elections from "at large" to "by place".

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

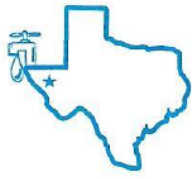
Motion:

11. **Take up, consider, and take action on approving a revised organizational chart.**

Discussion: Mr. Martinez informed the board that whenever there is a change in management, a revised organizational chart must be approved by the board.

Motion made by Mr. J. Carrasco to approve the organizational chart as presented.

Seconded by Ms. Mayte Sanchez.



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Vote:

Ms. J Gutierrez
Mr. S. Madrid
Mr. J. Carrasco
Mr. M. Madrid
Ms. A. Sanchez

Aye

X

Nay

Abstain

Other

Motion: Passed

12. Kemp Smith Update

N/A

13. CDM Smith Update

N/A

14. Finance Officer Report

- Ms. Martinez stated that as of June, the district has received 51% of the projected revenues for the year. The total budgeted revenues were \$3,575,000, with \$1,831,514.72 received to date.
- Expenditure is right in line with the budget. The district has spent 34% of the total projected expenses for 2025 to date.
- A Waterworth software program has been purchased. It is a transparent program that will help with in-house rate structuring. It will allow for necessary adjustments at a moment's notice when unexpected costs are incurred.

15. General Manager Update

- The collection report for May was 98% with 63 cutoffs and 8 remaining unpaid.
- The collection report for June was 98% with 58 cutoffs and 25 remaining unpaid.
- The wells pumped a total of 33 million gallons for the month of June, one million gallons more than June of 2024.
- The water loss is at 4% for the year. TDS is at 700, and PH levels are at 7.3.
- Hydrant flushing has been completed. It was a two-week process. Office staff did a great job informing customers, and there was limited reporting on discolored water.
- Mr. Martinez would like to start a wipe initiative to combat the number of wipes seen within the sewer system, lift station, and wastewater treatment plant. Information about the initiative was printed on the back of the bills.
- The headworks rebuilt at the wastewater treatment plant has been completed. It is not only running automatically, but efficiently as well.
- There is a job opening post for an entry-level water and wastewater operator on our website and post office. Interested parties are encouraged to pick up an application at the front office.

16. Executive Session.

N/A

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

N/A

18. Board member availability for the August 26, 2025, Regular Meeting

All board members present are available.

19. Motion to adjourn.

Discussion: N/A



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Motion made by Mr. J. Carrasco to adjourn.

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

Motion: Passed.

Meeting Adjourned at 6:56 p.m.



Signature

8-26-25

Date Approved