



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, July 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		
Ms. Magda C. Flores	Secretary	X		
Mr. Israel Martinez	Member	X		
Mr. Jorge Carrasco	Member	X		

District Staff:

Mr. Jose Ramirez.

Ms. Patty Cruz

Ms. Romie Martinez

General Manager

Office Manager

Inventory Control Manager

Consultants:

Horacio Juarez

CDM Smith

Visitors:

N/A

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

Motion: Passed

5. **Take up, consider and take action on Regular Meeting Minutes for June 22, 2021.**

Discussion: No discussion

Motion made by Ms. Flores to approve the Regular Meeting Minutes for June 22, 2021.

Seconded by Mr. Carrasco.

Vote:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Other</u>
Ms. J. Gutierrez	X			
Ms. T Quiñonez	X			
Ms. M. Flores	X			
Mr. I. Martinez	X			
Mr. J. Carrasco	X			

Motion: Passed



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Regular Meeting
July 27, 2021

6. Audience comments on Agenda items: 3-minute speaking time limit per person.
7. Audience comments on General Matters: 3-minute speaking time limit per person.
8. Take up, consider and take action on Financing of New Water and Wastewater Installations and Re-taps.

Discussion: Mr. Ramirez advised the board that there are customers who have requested to finance their water and sewer taps. The amounts may range from \$1800 to \$4000 for both water and sewer. The Auditors have stated that it is okay to extend the payments to the next fiscal year if needed instead of having them pay the balance within the same fiscal year the payment plan was made. Mr. Ramirez is asking for the Board to approve up to a 12- month period for payment plans and to tie the payments to the customers water bill.

Motion made by Ms. Flores to approve up to a 12-month period for payments and depending on the amount, it is at the discretion of the General Manager to extend the plan a few months more. The payment plans will be tied to the customers water bill and will be subject to water service disconnection if not paid. If customers (either owner of property or tenant) leave town leaving an outstanding balance, services will not be opened at that location until balance is paid in full.

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

Motion: Passed

9. Take up, consider and take action to purchase the Morales Property.

Discussion: Mr. Ramirez let the board know that at this time it is not in the district's best interest to pursue the purchase of the Morales property.

Motion made by Ms. Flores to table item.

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

Motion: Passed

10. Take up, consider and take action on proposed 2021 Tax Rate

Discussion: Ms. Cruz stated to the board that this year's tax rate went down to 0.176080 from last years tax rate of 0.182743. The tax rate pays 75% of the District's debt along with 25% being paid from Revenue. Once the proposed tax rate is approved it will be advertised in the Courier and followed with a Public Hearing in August before the actual rate is adopted.

Motion made by Mr. Flores to approve the proposed 2021 Tax Rate of 0.176080.

Seconded by Mr. Carrasco.



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Vote:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Other</u>
Ms. J. Gutierrez	X			
Ms. T. Quiñonez	X			
Ms. M. Flores	X			
Mr. I. Martinez	X			
Mr. J. Carrasco	X			

Motion: Passed

11. Kemp Smith update.

12. CDM Smith update.

13. General Manager Report.

- Collection rate for June is 99%, 33 cutoffs, 6 remain unpaid
- The old package 2-ton unit that was installed for the Board room is going to be replaced. This unit needs to be a 3.5-ton unit. This unit is not keeping up with the temperature in the Board room.
- On July 12 we received an email from Project Bravo regarding assistance on water bills for our customers. Project Bravo is still waiting on guidance and contract for this funding. They believe that within 30 to 90 days the funding will be available. This email was forwarded to you all on July 12.
- We received the statement and check from Larry Otten Auctioneers for the sale of the 3 used vehicles. The Nissan car sold for \$3700.00, one of the rangers was sold for \$2600.00 and the other ranger for \$2300.0. The total amount of the sale was \$8600 minus the 15% fee, so the check was for \$7310.
- The easements from the lot owners from the Fabens Flyers have been signed. Now that they are signed, it gives us ownership of the new line that was installed at the airport by the Fabens Flyers, we are now responsible for that line. The easements signatures are being reviewed by our attorney, Mr. Miller, once we receive them back from him then we will take them to get filled at the County Courthouse.

14. Executive Session.

Meeting was closed under the following Texas Government Code of the Open Meeting 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.

Board convened into Executive Session at 6:03 p.m.
Time in Executive Session: 1 Hour 22 Minutes.
From 6:03 p.m. to 7:25 p.m.

15. Return to open session at 07:25 p.m. for possible discussion and action on Executive Session item(s).

16. Board Member availability for the August 24, 2021 Regular Meeting.

All Board Members will be available for the August 24, 2021 Regular Meeting.



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17. **Motion to adjourn.**

Discussion: No discussion.

Motion made by Ms. Flores to adjourn.

Seconded by Mr. Martinez.

Vote:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Other</u>
Ms. J. Gutierrez	X			
Ms. T. Quiñonez	X			
Ms. M. Flores	X			
Mr. I. Martinez	X			
Mr. J. Carrasco	X			

Motion: Passed

Meeting Adjourned at 7:57 p.m.

Regina C. Flores
Signature

8/24/21
Date Approved