



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, January 28, 2020

1. **Call Meeting to Order.**

President Magda C. Flores called meeting to order at 6:00 p.m.

2. **Roll Call & Determination of Quorum.**

Quorum existed. Meeting proceeded.

| | | <u>Present</u> | <u>Absent</u> | <u>Comments</u> |
|--------------------------|----------------|----------------|---------------|-----------------|
| Ms. Magda C. Flores | President | X | | |
| Ms. Juana Gutierrez | Vice President | X | | |
| Ms. Thelma Quiñonez | Secretary | X | | |
| Mr. Israel Martinez, Jr. | Member | X | | |
| Ms. Laura Olivas | Member | X | | |

District Staff:

| | |
|--------------------|------------------------------|
| Mr. Jose Ramirez | General Manager |
| Mr. Martin Madrid | Field Manager |
| Ms. Lala Garcia | Office Manager |
| Ms. Patricia Cruz | Administrative Assistant |
| Ms. Romie Martinez | Inventory Department Manager |

Consultants:

Mr. Horacio Juarez Consulting Engineer (CDM Smith)

Visitors:

Mr. Frank Hernandez United States Census
Ms. Diane Navarrete Criminal District Judge Court No. 1

3. **Pledge of Allegiance.**

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

Discussion: Mr. Ramirez noted Agenda Item #16 will be moved up after Agenda Item #9.

Motion made by Ms. Gutierrez to approve meeting agenda with changes noted.

Seconded by Ms. Quiñonez.

Vote:

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

Motion: Passed

5. **Take up, consider and take action on Budget Workshop Special Meeting Minutes for December 17, 2019.**

Discussion: No discussion.

Motion made by Mr. Martinez to approve Budget Workshop Special Meeting Minutes for December 17, 2019.

Seconded by Ms. Gutiérrez.



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| <u>Vote:</u> | <u>Aye</u> | <u>Nay</u> | <u>Abstain</u> | <u>Other</u> |
|------------------|------------|------------|----------------|--------------|
| Ms. M. Flores | X | | | |
| Ms. J. Gutierrez | X | | | |
| Ms. T. Quiñonez | X | | | |
| Mr. I. Martinez | X | | | |
| Ms. Laura Olivas | X | | | |

Motion: Passed

6. **Take up, consider and take action on Special Meeting Minutes for December 17, 2019.**

Discussion: No discussion.

Motion made by Ms. Gutierrez to approve Special Meeting Minutes for December 17, 2019.

Seconded by Ms. Olivas.

| <u>Vote:</u> | <u>Aye</u> | <u>Nay</u> | <u>Abstain</u> | <u>Other</u> |
|------------------|------------|------------|----------------|--------------|
| Ms. M. Flores | X | | | |
| Ms. J. Gutierrez | X | | | |
| Ms. T. Quiñonez | X | | | |
| Mr. I. Martinez | X | | | |
| Ms. Laura Olivas | X | | | |

Motion: Passed

7. **Audience comments on Agenda Items: 3-minute speaking time limit per agenda item.**

No audience comments.

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

Audience comments were as follows:

| <u>Speaker</u> | <u>Item Discussed</u> |
|---------------------|---|
| Ms. Diane Navarrete | Campaign (Running for re-election for Criminal District Judge, Court No. 1) |

9. **Presentation and discussion with Mr. Hernandez from the United States Census.**

Discussion: Mr. Hernandez gave a presentation on how the Census Bureau plans to engage, educate and count an increasingly diverse and growing population.

No action is required for this item.

10. **Take up, consider and take action on adoption of New Personnel Policy Manual.**

Discussion: Mr. Ramirez provided a copy of the proposed Personnel Policy Manual he purchased from TRWA. He reviewed and discussed the changes he made on the manual to match the District's current policy. He's requesting the Boards approval to adopt the new Personnel Policy Manual.

Motion made by Mr. Martinez to approve the proposed Personnel Policy Manual as presented by the General Manager.

Seconded by Ms. Gutierrez.

| <u>Vote:</u> | <u>Aye</u> | <u>Nay</u> | <u>Abstain</u> | <u>Other</u> |
|------------------|------------|------------|----------------|--------------|
| Ms. M. Flores | X | | | |
| Ms. J. Gutierrez | X | | | |
| Ms. T. Quiñonez | X | | | |
| Mr. I. Martinez | X | | | |
| Ms. Laura Olivas | X | | | |



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**Motion amended by Ms. Gutierrez to adopt New Personnel Policy Manual effective January 29, 2020.
Second by Ms. Laura Olivas.**

| <u>Vote:</u> | <u>Aye</u> | <u>Nay</u> | <u>Abstain</u> | <u>Other</u> |
|------------------|------------|------------|----------------|--------------|
| Ms. M. Flores | X | | | |
| Ms. J. Gutierrez | X | | | |
| Ms. T. Quiñonez | X | | | |
| Mr. I. Martinez | X | | | |
| Ms. Laura Olivas | X | | | |

Motion: Passed

11. Take up, consider and take action on Removing District Cell Phones and Reimbursing Staff for Personal Cell Phones.

Discussion: Mr. Ramirez is requesting the Boards approval to eliminate district cell phones except for the on-call phone, and to reimburse field operators, warehouse staff and General Manager \$30.00 a month for their personal devices. The employees are expected to maintain and pay their own phone accessories. The District currently has three employees who do not have personal phones and will continue using district cell phone until they get their own.

Motion made by Ms. Gutierrez to approve on removing district cell phones and reimbursing staff for personal cell phones with the noted exceptions.

Seconded by Ms. Olivas.

| <u>Vote:</u> | <u>Aye</u> | <u>Nay</u> | <u>Abstain</u> | <u>Other</u> |
|------------------|------------|------------|----------------|--------------|
| Ms. M. Flores | X | | | |
| Ms. J. Gutierrez | X | | | |
| Ms. T. Quiñonez | X | | | |
| Mr. I. Martinez | X | | | |
| Ms. Laura Olivas | X | | | |

Motion: Passed

12. Take up, consider and take action on Semi Annual Interest Payment of \$146,826.88 and Principal Payment of \$34,000.00 to USDA-RD and Authorize the Transfer of Funds as needed to complete the 100% of the Payment due on February 20, 2020.

Discussion: The USDA-RD semi-annual interest and principal payment are due February 20, 2020. The total for all four loans interest payment is \$146,826.88 and the total for the principal payment is \$34,000.00, a grand total of \$180,826.88.

Motion made by Mr. Martinez to approve the semi-annual interest payment of \$146,826.88 and principal payment of \$34,000.00 to USDA-RD and authorize the transfer of funds as needed to complete the 100% of the payment due on February 20, 2020.

Seconded by Ms. Gutierrez.

| <u>Vote:</u> | <u>Aye</u> | <u>Nay</u> | <u>Abstain</u> | <u>Other</u> |
|------------------|------------|------------|----------------|--------------|
| Ms. M. Flores | X | | | |
| Ms. J. Gutierrez | X | | | |
| Ms. T. Quiñonez | X | | | |
| Mr. I. Martinez | X | | | |
| Ms. Laura Olivas | X | | | |

Motion: Passed



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13. Take up, consider and take action on Semi Annual Interest Payment of \$146,359.38 and Principal Payment of \$102,000.00 to USDA-RD and Authorize the Transfer of Funds as needed to complete the 100% of the Payment due on August 20, 2020.

Discussion: The USDA-RD semi-annual interest and principal payments are due August 20, 2020. The total for all four loans interest payment is \$146,359.38 and the total for all principal payment is \$102,000.00, a grand total of \$248,359.38.

Motion made by Ms. Gutierrez to approve the semi-annual interest payment of \$146,359.38 and principal payment of \$102,000.00 to USDA-RD and authorize the transfer of funds as needed to complete the 100% of the payment due on August 20, 2020.

Seconded by Ms. Olivas

Vote:

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

Motion: Passed

14. Take up, consider and take action on Purchase of Property.

Discussion: Agenda Item #14 was discussed in Executive Session under Real Property Code 551.072. The property that was discussed was the Motor Electric building owned by Mr. Roberto Olivas. The District Attorney, Mr. Miller recommended the District to do an Environmental Study before purchasing the property. The suggested selling price is \$130,000.00, which includes the roof repair of \$10,000.00.

Motion made by Mr. Martinez to allow General Manager to negotiate for the purchase of property not to exceed \$135,000.00.

Seconded by Ms. Gutierrez.

Vote:

| | <u>Aye</u> | <u>Nay</u> | <u>Abstain</u> | <u>Other</u> |
|------------------|------------|------------|----------------|-------------------------------------|
| Ms. M. Flores | X | | | |
| Ms. J. Gutierrez | X | | | |
| Ms. T. Quiñonez | X | | | |
| Mr. I. Martinez | X | | | |
| Ms. Laura Olivas | | | | Recused herself (Related to owner). |

Motion: Passed

15. Kemp Smith Update.

Discussion: No update.

No action required for this item.

16. CDM Smith Update.

Discussion: Mr. Juarez gave a PowerPoint presentation on El Paso County WCID #4 Water and Wastewater Capital Improvement Projects for 2020 – 2030. He also provided information on the Funding Agencies and Programs available for Water/Wastewater Projects.

No action required for this item.



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17. General Manager Report.

Discussion:

- The collection rate for December 2019 was 99.8% with 8 cut-offs and 5 remain unpaid.
- Mr. Ramirez provided an update on the Jan 7, 2020 pink water issue. It was caused by a higher dose than normal of potassium permanganate.
- The District Attorney, Mr. Miller recommended the District to allow Wood Environmental & Infrastructure Solutions to perform a ground water records analysis on the Savage Oil Property. They found out the property was being used to unload and store oil for the railroad. This analysis will determine if there is any contamination on the property. The total cost was \$980.00.
- Ms. Garcia has announced that she will be retiring on March 06, 2020.
- Mr. Ramirez will be presenting to the Board the new staff re-alignment due to Ms. Garcia's retirement. – **This was discussed in Executive Session under code Personal Matter Code 551.07 and no action was taken.**
- The District purchased a new Inventory Program in the amount of \$8,714.00. This purchase was budgeted on the 2020 Budget that was approved on December 2019 board meeting.
- The District cancelled the on-call service with Answer Net. The phone calls will be transferred directly to the on-call phone and the person who is on call will have a log in sheet to keep track of all the incoming calls.
- GDS Associate will be presenting the new rate study at the March 2020 board meeting.

No action required for this item.

18. Executive Session.

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

- A. Real Property Code 551.072
- B. Personnel Matter 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 7:51 p.m.

Time in Executive Session: ___ Hours 20 Minutes

From 7:51 p.m. to 8:11 p.m.

19. Return to open session at 8:21 p.m. for possible discussion and action on Executive Session item(s).

Discussion: See Item #14 and part of Item #17.

Refer to Item #14 and #17 for action taken.

20. Board Member Availability for the February 25, 2020 Regular Meeting.

Discussion: All Board Members present will be available for the February 25, 2020 Regular Board Meeting.

No action required for this item.



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21. Motion to adjourn.

Discussion: No discussion.

Motion made by Ms. Gutierrez to adjourn.


Seconded by Mr. Martinez.

Vote:

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

Motion: Passed

Meeting Adjourned at 8:29 p.m.

 5-26-20
 Signature Date Approved