

# 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, March 24, 2026, 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 February 24, 2026.
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 select and approve one of the three repair options for a Motor and Pump for Booster #2 at the 10<sup>th</sup> St. Booster Station.
8. Take up, consider, and take action to approve the purchase of the material necessary for the installation of a 6" water line to replace a 2" water supply line on Camp NW and 1<sup>st</sup> NW streets.
9. Take up, consider, and take action on the 2025 El Paso County Water Control and Improvement District No. 4, Financial Audit as presented by Peña Briones McDaniel & Co., PC.
10. Kemp Smith Update.
11. CDM Smith Update.
12. Finance Manager Report.
13. General Manager Report.
14. Executive Session.

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

- A. Attorney Consultation Code (§ 551.071)
- B. Deliberations Regarding Real Property Code (§ 551.072)
- C. Deliberations Regarding Personnel Matters Code (§ 551.074)
- D. Deliberations Regarding Security Devices or Security Audit (§ 551.076)
- E. Deliberations Regarding Cybersecurity to Protect Critical Infrastructure (§ 551.0761)

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 for possible discussion and action on executive session items(s).
16. Board member availability or date change for April 28, 2026, Regular Meeting.
17. 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.

*RMartez*

Israel Martinez

for

General Manager

El Paso County Water Control & Improvement District #4



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## REGULAR MEETING MINUTES Tuesday, February 24, 2026

**1. Call Meeting to Order.**

President Juana Gutierrez called the meeting to order at 6:01 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. Nicklaus Jimenez, Kemp Smith

**Visitors:**

Ms. Alicia Carrillo	Mr. Armando Rubalcaba
Ms. Josie Silva	Mr. Roberto Silva
Ms. Linda Rodriguez	Mr. Raul Lopez
Ms. Senaida Cortez	Ms. Agustina Trujillo

**3. Pledge of Allegiance.**

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

**Discussion:** N/A

**Motion made by** Mr. S. Madrid to approve the meeting agenda.

**Seconded by** Mr. J. Carrasco.

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

**Motion:** Passed.

**5. Take up, consider, and take action on Regular Meeting Minutes from January 27, 2026.**

**Discussion:** Mr. Martin Madrid requested confirmation of his vote on Agenda Item #10. He stated that he voted nay, while the minutes currently reflect his vote as aye.

**Motion made by** Mr. S. Madrid to approve the Regular Meeting Minutes from January 27, 2026, as presented.

**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	X			
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.**

N/A

**7. Take up, consider, and take action to approve payment for the 2025 treated effluent water discharge fee of \$56,190.49 to El Paso County Water Improvement District #1.**

**Discussion:** Mr. Martinez reported that 196,120,000 gallons of treated water were discharged into District #1's canal in 2025. The annual fee, based on discharge volume, is \$56,190.49, and he has requested Board approval for payment.

**Motion made by** Mr. S. Madrid to approve the payment for the 2025 treated effluent water discharge fee of \$56,190.49 to El Paso County Water Improvement District #1.

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

**Motion:** Passed

**8. Take up, consider, and take action to approve and adopt Resolution No. 2026-01 authorizing a salary adjustment for the District Finance Manager.**

**Discussion:** Legal Counsel advised the board of the changes made to the Resolution and asked if there were any questions. It was clarified that the \$6,000 increase was not a yearly set increase. Increases are based on yearly evaluations.

**Motion made by** Mr. S. Madrid to approve and adopt Resolution No. 2026-01 authorizing a salary adjustment for the District Finance Manager.

**Seconded by** Mr. J. Carrasco.

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

**Motion:** Passed.



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9. **Take up, consider, and take action on the renewal of the Certificate of Deposit #300012640.**

**Discussion:** Ms. Martinez informed the board that the CD rate had a slight decrease and requested approval to renew for a 12-month period at 3.69-3.75%. The twelve-month rate is better than a six-month renewal rate of 3.39-3.45%. The board asked whether rates from other banks had been obtained. Ms. Martinez stated that they had not, noting that the account had been with the same bank for many years without seeking alternatives. She requested approval to renew the CD and stated she would review rates from other banks for future renewals.

**Motion made by Mr. S. Madrid** to approve the renewal of the certificate of deposit number 300012640, for a period of six months at a rate of 3.39-3.45%.

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

**Motion:** Passed

10. **Take up, consider, and take action on transferring a total of \$37,879.70 from two different accounts to the higher-yielding Money Market account.**

**Discussion:** Ms. Martinez explained to the board that two construction accounts were previously opened for past water and wastewater projects and have remained unused since those projects were completed several years ago. She noted that both accounts are currently earning a very low interest rate. Therefore, she recommended closing the two accounts and transferring the funds into the Money Market account, which offers a higher interest rate.

**Motion made by Mr. S. Madrid** to approve closing and transferring a total of \$37,936.54 from two different accounts, which are the Water Improvement Fund and the Sewer Construction fund, to the higher-yielding Money Market Account.

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

**Motion:** Passed.

11. **Kemp Smith Update**

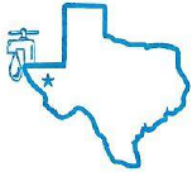
N/A

12. **CDM Smith Update**

Mr. Horacio Juarez updated the board on the progress of the new Ikard Lift Station and Raw Water Tank construction.

13. **Finance Officer Report**

- This month of January ended with \$289,080.04 in revenue. Expenses totaled \$302,673.12, exceeding revenue primarily due to pay applications related to the Memorial at Veterans Park.
- To date, a total of \$77,865.80 has been paid toward the memorial. Once reimbursement from EDA is received, it will be applied to the appropriate general ledger account, which will reduce the reported expenditure amount. After adjusting for this reimbursement, the actual expense total for November would be \$224,807.32.



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- The auditors are onsite this week and conducting the 2025 Financial Audit. We anticipate the audit will be completed in time for presentation at next month's board meeting, allowing submission to TCEQ ahead of the April deadline.
- For the month of January, the district earned a total of \$37,894.96 in interest on all bank accounts combined.

#### 14. General Manager Update

- Collection rate for January was 95%. There were 101 cutoffs, 34 remain unpaid.
- The wells pumped a total of 20.8 million gallons for the month of January. The water loss sits at 5%.
- Current TDS levels are at 718, pH levels are at 7.3, chlorine at the tank is 1.22, and district-wide is at .74.
- Update on the VFD's approved last month: VFD for the blower room at the wastewater treatment plant has been installed by Joe Padilla with Entero Automation. The VFD and blowers are working properly, however, there is an issue connecting to the actual SCADA screen. Mr. Padilla is working with Aeromod to resolve the issue.
- The VFD's for the 10<sup>th</sup> Street booster station and well #4 have arrived. Mr. Padilla should be on site either tomorrow or the next day. The VFD's take a total of 24 hours to re-energize before they are put online. It is a two-day process before they can go online.
- Vibration on the motor and pump #3 at the booster station was observed during logins. Alpha Southwest removed it and sent a quote for repairs. There are questions on the quote, which is why it is not being presented today. An agenda item and update should be at next month's board meeting.
- Due to a main break at the El Paso Electric Co kiosk drive up, the exploring of a possible hot tap from 3<sup>rd</sup> Street and running the line parallel to the railroad has come up. Back in November of 2022 the board approved a 6" water main install to serve Autozone, the laundromat, the electric company, Fabens Quick Lube, Fabens Oil, along with 3 residential homes. The project never took place due to boring costs on Camp Street. Running the line from 3<sup>rd</sup> street would eliminate that cost. The new line installation will clear the railroad right away to avoid paying a yearly rental fee to Pacific Railroad. More information on the cost for this project will be brought up at next month's board meeting.
- The Veterans Park Memorial looks good and is set to be completed by the end of March. A ribbon-cutting ceremony will take place on April 17<sup>th</sup>. The board members and the public are encouraged to attend.

#### 15. Executive Session.

N/A

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

N/A

#### 17. Board member availability for the March 24, 2026, Regular Meeting

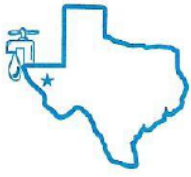
All board members are available for the March 24, 2026, Regular Meeting.

#### 18. Motion to adjourn.

Discussion: N/A

Motion made by Mr. S. Madrid to adjourn.

Seconded by Ms. A. Sanchez



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**Vote:**

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

**Motion:** Passed.

Meeting Adjourned at 6:54 p.m.

*Juana Gutierrez*  
Signature

3/24/2026  
Date Approved