



# 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, February 25, 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 Control Manager

**Consultants:**

None

**Visitors:**

Mr. Rafael Ramirez	Mr. Lucio Garcia, Jr.
Mr. Miguel Acuna	
Ms. Rebecca Garcia	

**3. Pledge of Allegiance.**

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

**Discussion:** No discussion.

**Motion made by** Ms. Gutierrez to approve meeting agenda.

**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				
Ms. L. Olivas	X			

**Motion:** Passed

**5. Take up, consider and take action on Regular Meeting Minutes for January 28, 2020.**

**Discussion:** No discussion.

**Motion made by** Ms. Gutierrez to approve Regular Meeting Minutes for January 28, 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				
Ms. Laura Olivas	X			

**Motion:** Passed



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6. **Audience comments on Agenda Items: 3-minute speaking time limit per agenda item.**  
 No audience comments.

7. **Audience comments on General Matters: 3-minute speaking time limit per person.**  
 No audience comments.

8. **Take up, consider and take action on possible change to the Certificate of Deposit maturity period.**  
**Discussion:** Mr. Ramirez reviewed the new interest rates and terms for the District Certificate of Deposit.  
**Motion made by Ms. Quiñonez** to approve the maturity period of 6 months for the District Certificate of Deposit.

**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				
Ms. Laura Olivas	X			

**Motion:** Passed

9. **Take up, consider and take action on Employees pay rate Adjustments.**

**Discussion:** Agenda Item #9 was discussed in Executive Session under Personal Matter Code 551.074.

**Motion made by Ms. Gutierrez** to approve the General Managers' recommendation of 5% increase on all employees, but with an exception of two employees who will be adjusted at a different rate and no pay adjustment for the General Manager effective March 2, 2020.

**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				
Ms. Laura Olivas	X			

**Motion:** Passed

10. **Take up, consider and take action on Office and Warehouse Staff re-alignment.**

**Discussion:** Agenda Item #10 was discussed in Executive Session under Personal Matter Code 551.074.

**Motion made by Ms. Olivas** to approve only the Office and Warehouse Staff re- alignment and discuss any additional salary increases at a later date.

**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				
Ms. Laura Olivas	X			

**Motion:** Passed



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

**Discussion:** Agenda Item #11 was discussed in Executive Session under Real Property Code 551.072.

**Motion made by Ms. Gutierrez** to approve the purchase of the Retail/Warehouse Building located at 109 Main St. in Fabens, Texas 79838 in the amount of \$120,000 and have the owner, Mr. Olivas pay the closing cost.

**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				
Ms. Laura Olivas				Recused herself.

**Motion:** Passed

## 12. Kemp Smith Update.

**Discussion:** No update

**No action required for this item.**

## 13. CDM Smith Update.

**Discussion:** No update.

**No action required for this item.**

## 14. General Manager Report.

**Discussion:**

- The collection rate for January 2020 was 99.9% with 11 cut-offs and 5 remain unpaid.
- The District received a letter from TCEQ regarding the wastewater spillage incident that occurred back in December 19, 2019. The District took all necessary steps to correct the problem and no further action is required by TCEQ.
- The Laureles del Este, Ltd developers are planning their second phase. They will be building 49 single unit apartments.
- On February 21, 2020 the District presented a PowerPoint presentation to the Fabens Middle School Parent Advisory Council. This is part of the District efforts to inform the community on the Districts improvements.
- The Savage Oil Property environmental study was completed by Wood Environmental. Mr. Ramirez and Mr. Miller will be reviewing the report before purchasing the property.
- Mr. Raul Gutierrez dedication ceremony is scheduled for June 13, 2020 at the Wastewater Treatment Plant.
- Mr. Ramirez notified the Board he had uploaded the current Service Manual and the sample he purchased from TRWA to the Dropbox for their review. The District will review and edit the sample policy and then make a recommendation to the Board to adopt the new Service Policy at a future board meeting.
- Ms. Flores presented Ms. Garcia a plaque for her retirement. She thanked Ms. Garcia for all her hard work and dedication to the District, Staff and Board. She will be greatly missed.

**No action required for this item.**



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**15. 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 6:31 p.m.

Time in Executive Session: 1 Hours 11 Minutes

From 6:31 p.m. to 7:42 p.m.

**16. Return to open session at 7:42 p.m. for possible discussion and action on Executive Session item(s).**

Discussion: See Item #9, #10 and #11.

Refer to Item #9, #10, and #11 for action taken.

**17. Board Member Availability for the March 24, 2020 Regular Meeting.**

Discussion: All Board Members present will be available for the March 24, 2020 Regular Board Meeting.

No action required for this item.

**18. Motion to adjourn.**

Discussion: No discussion.


Motion made by Ms. Gutierrez to adjourn.

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	_____	_____	_____	_____
Ms. Laura Olivas	X	_____	_____	_____

Motion: (Passed Failed Other)

Meeting Adjourned at 7:47 p.m.

  
Signature

4-07-2020  
Date Approved