



# 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

## SPECIAL MEETING MINUTES

Tuesday, April 07, 2020

1. **Call Meeting to Order.**

President Magda C. Flores called meeting to order at 3:00 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  
Ms. Patricia Cruz  
Ms. Romie Martinez

General Manager  
Office Manager  
Inventory Dept. Manager

**Consultants:**

Tom Lawrence  
Adrian Galvan  
Esther Young  
Rodolfo Segura  
Jake Juarez

TIJERINA GALVAN LAWRENCE LLC  
TIJERINA GALVAN LAWRENCE LLC  
TIJERINA GALVAN LAWRENCE LLC  
McCALL PARKHURST & HURTON  
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**Visitors:**

None

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	X			
Ms. L. Olivas	X			

**Motion:** Passed

5. **Take up, consider and take action on Regular Meeting Minutes for February 25, 2020.**

**Discussion:** No discussion

**Motion made by** Mr. Martinez to approve Regular Meeting Minutes for February 25, 2020.

**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	X			



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April 7, 2020

**Motion:** Passed

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 to approve the Continued Engagement of Tijerina Galvan Lawrence LLC (formerly known as Lawrence Financial Consulting LLC) as the District's Financial Advisor and Related Engagement Letter.**

**Discussion:** Agreement between El Paso County WCID #4 it's District Financial Advisor is renewed every three years. It has been a little over three years since it was last renewed. The new agreement covers the same services as agreed upon previous years, however, it has been written to satisfy new State and Federal Regulations. The agreement may be terminated at any time so long as the District provides a thirty-day notice in writing.

**Motion made by Ms. Gutierrez** to approve Tijerina Galvan Lawrence LLC as the District's Financial Advisor and Related Engagement Letter.

**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

9. **Take up, consider and take action to approve an Order Authorizing the Issuance of El Paso County Water Control and Improvement District No. 4 Unlimited Tax and Revenue Refunding Bonds, Series 2020; Providing for the Security for and Payment of Said Bonds; Approving an Official Statement; Authorizing the Execution of a Bond Purchase Agreement, and the Form of a Paying Agent/Registrar Agreement and an Escrow Agreement; Establishing Procedures for Selling and Delivering the Bonds, and Authorizing Other Matters Related to the Issuance of the Bonds.**

**Discussion:** Mr. Tom Lawrence (Financial Advisor) and Rodolfo Segura (Bond Council) introduced and explained the Order to sell the 2003, 2008 & 2010 bond series. It was agreed upon to go with the standard level and allow the General Manager of El Paso County WCID#4 to move forward in finding the best date for delegating pricing in a manner which would save the District most money and keep the board informed as necessary.

**Motion made by Ms. Gutierrez** to approve an Order Authorizing the Issuance of El Paso County Water Control and Improvement District No. 4 Unlimited Tax and Revenue Refunding Bonds, Series 2020; Providing for the Security for and Payment of Said Bonds; Approving and Official Statement; Authorizing the Execution of a Bond Purchase Agreement, and the Form of a Paying Agent/Registrar Agreement and an Escrow Agreement; Establishing Procedures for Selling and Delivering the Bonds, and Authorizing Other Matters Related to the Issuance of the Bonds.

**Seconded by Ms. Olivas.**



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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**

**10. Kemp Smith Update.**

**Discussion: No update**

**No action required for this item**

**11. CDM Smith Update.**

**Discussion: No update**

**No action required for this item.**

**12. General Manager Report.**

**Discussion:**

- The collection rate for February 2020 was 98%. There were no cutoff due to the PUC order stating no utility services may be cut off during the COVID-19 pandemic. 15 accounts remain unpaid.
- GDS has completed the new rate study but presentation has been postponed due to the selling of the bonds which will affect the rates. GDS will recalculate rates after the bonds are sold.
- Mr. Ramirez had a conference call with Wood Environmental and Drew Miller about the purchase of the Savage Oil Property in which it was recommended to get an additional core soil test to show that the oil stored at the property never caused contamination.
- The office is open from 8:00 to 4:00. The lobby is closed but customers are able to give payments through the night drop. A doorbell with audio and video was installed next to the night drop in order for the customers to communicate with the office clerk. Field and Office staff continue to work staggering hours with two field operators doing the daily work to keep the services operational.
- The Families First Corona Virus Act from the Department of Labor states that businesses must provide paid sick leave and or extended family leave up to 80 hours of regular pay if needed for treatment for COVID-19.
- Mr. Ramirez had mentioned to the Fabens ISD Technology Director two months ago for the School district and Water district to work together to provide wireless internet to the town of Fabens. This can be done on an open WIFI or specific to mac address. The Water district currently has wireless internet in almost all of its locations which is how the SCADA system is communicating. He did tell him that the school had sent out a survey and that the majority of students had internet at home.

Mr. Ramirez then spoke to the Superintendent on Saturday since he saw that there was an access point being installed outside one of the campuses. After speaking to her he found out that there is a lot of students that do not have internet. Mr. Ramirez offered that the Water district can work together with them to provide WIFI. She misunderstood and said that they will be discussing the possibility of bidding out for WIFI. Mr. Ramirez did stress to her that the Water district will be moving forward in building its system to use with cameras and digital meters, and hopefully through grants as he had mentioned to the Board in a past meeting.

**No action required for this item.**



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**13. Executive Session.**

No items requiring Executive Session

**14. Return to open session at \_\_\_\_\_ : \_\_\_\_\_ p.m. for possible discussion and action on Executive Session item(s).**

Not applicable

**15. Board Member Availability for the May 26, 2020 Regular Meeting.**

Discussion: All Board Members' present will be available for the April 28, 2020 meeting.  
No action required for this item.

**16. Motion to adjourn.**

Discussion: No discussion

Motion made by Ms. Gutierrez to adjourn.

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. Laura Olivas	X			

Motion: Passed

Meeting Adjourned at 4:06 p.m.

  
Signature

5-26-20  
Date Approved