



**REGULAR MEETING MINUTES**  
**Tuesday, June 23, 2020, 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
Ms. Patricia Cruz	Office Manager
Ms. Romie Martinez	Inventory Dept. Manager

**Consultants:**

Mr. Nick Weaver	GDS Associated, Inc.
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**Visitors:** Rafael Ramirez

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 May 26, 2020.**

**Discussion:** No discussion

**Motion made by** Mr. Martinez to approve the Regular Meeting Minutes for May 26, 2020.

**Seconded by** Ms. Gutierrez.



# 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  
June 23, 2020, 2020

<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. 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 amend new water and wastewater rate study as presented by GDS Associated, INC.

**Discussion:** Mr. Nick Weaver presented the board with a revised rate study that included upcoming CIP projects. He also mentioned that the rate study presented is based on a 75% taxation and 25% revenue calculation. After further discussion the Board decided to table the item and have Mr. Weaver re-work the numbers with different taxing percentages. Once the board is comfortable with an amount and approves the rate study GDS Associates, INC will train the appropriate staff to adjust the model as needed.

**Motion made by** Ms. Gutierrez to table item #8 until Mr. Weaver can present different taxing percentages and its affect on the rates.

**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

9. Take up, consider and take action on Disconnection of Services for Non-payment During COVID-19 Pandemic.

**Discussion:** Mr. Ramirez started by letting the board know that the PUC directive not to suspend services during the COVID-19 pandemic was for Investor owned utilities only and should not have applied to this district. There are some customers who have not made an attempt to pay in three months and asked the board for direction on how to proceed with the non-paying customers. After a lengthy discussion it was agreed upon to have the office personnel come up with written General Procedures to follow. The procedures should include two phone calls made on different days, if no response to the phone calls then a home visit with a letter should come next. If no response to the home visit, then a certified letter should be sent notifying customer of their disconnection date. It was also recommended that all attempts should be noted on the customer's account in detail. A notice along with the bill asking customers if they are having trouble paying their bill and advise on help paying their bill was also noted as a recommendation.

**Motion made by** Mr. Martinez to have office personnel come up with General written procedures to follow before disconnecting services during the COVID-19 pandemic.

**Seconded by** Ms. Gutierrez.



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

Motion: Passed

**10. Take up, consider and take action on selling of District Scrap metal**

**Discussion:** Mr. Ramirez mentioned to the board that any Government agency is not allowed to dispose of any material without Board approval and therefore was asking for approval to scrap various items in different locations that are no longer useful. As field staff has time they will be loading a trailer and taking it to the scrap yard. All funds will be deposited into the General funds account.

**Motion made by Ms. Gutierrez** to approve the selling of the District's scrap metal.

**Seconded by Ms. Olivas.**

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

Motion: Passed

**11. Kemp Smith Update.**

**Discussion:** No update

No action required for this item

**12. CDM Smith Update.**

**Discussion:** No update

No action required for this item.

**13. General Manager Report.**

**Discussion:**

- Collection rate for May was 93%. Number is going down and has now gone below the 95% we need to be at.
- On June 18, 2020 we closed on the Motor & Electric building. Also purchased from Mr. Olivas were some shelves, counter cabinet and other miscellaneous items. The shelves will be utilized for the records room and warehouse inventory supplies. The district also hired a moving company to move all items from the existing warehouse and from the Wildcat to the new building. All items were moved yesterday.
- The booster pump #3 that was sent out for repairs, has been installed and is working great. We had the pump set as a lead pump and it is working very well. The GPM's have gone to where it started when system was built.
- We still have field staff split into two different groups. They are still meeting at separate locations and that has been working well. This will continue throughout the pandemic.



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- The dedication ceremony at the Raul "Moe" Gutierrez Wastewater Plant went well. A big thank you to Mr. Martinez, Ms. Flores and Ms. Gutierrez for attending. There was a large number of people that toured the Wastewater Plant, which was great, something Mr. Ramirez wanted to achieve. Mr. Ramirez thanked all the Board members and staff for making this possible.
- The Notice for application for deadline for a place on the November 3, 2020 election ballot has been posted on our website, outside our office and at the post office. The Notice for Election will be on next month's agenda. The two Board members up for election this year are Ms. Gutierrez and Ms. Quiñonez.

No action required for this item.

14. **Executive Session.**

No items requiring Executive Session

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

Not applicable

16. **Board Member Availability for the July 28, 2020 Regular Meeting.**

Discussion: All members will be available for the July 28, 2020 Regular Meeting.  
No action required for this item.

17. **Motion to adjourn.**

Discussion: No discussion

Motion made by Ms. Olivas to adjourn.

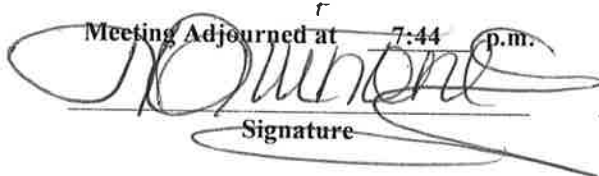
Seconded by Mr. Martinez

**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 7:44 p.m.

  
Signature

7-28-20  
Date Approved