



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 MEETINGS Tuesday, July 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. Patricia Cruz	Office Manager
Ms. Romie Martinez	Inventory Control Manager

Consultants:

Mr. Horacio Juarez	Consulting Engineer (CDM Smith)
Mr. Nick Weaver	GDS Associated, Inc.

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				
Ms. L. Olivas	X			

Motion: Passed

5. **Take up, consider and take action on Regular Meeting Minutes for June 23, 2020.**

Discussion: No discussion.

Motion made by Ms. Gutierrez to approve Regular Meeting Minutes for June 23, 2020.

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	_____	_____	_____	_____
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 Associates Inc.**

Discussion: The Board discussed the District Rate Study conducted by Mr. Nick Weaver from GDS Associates, Inc. and agreed to approve a 10-year plan that is to be reviewed on a yearly basis.

Motion made by Ms. Olivas to approve the Water and Wastewater rate study for fiscal year 2020 thru fiscal year 2030 as prepared by GDS Associates, Inc. effective at the June 23, 2020 El Paso County Water Control and Improvement District #4 Board Meeting starting in 2021 for the next 10 years.

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 adopting Resolution No. 2020-01 and Order for the Board of Directors of El Paso County WCID #4 calling for the election of 2 Board Members to the Board of Directors of the District, to be held on November 3, 2020 and providing for matters incidental to the holding of said election in accordance with applicable laws.**

Discussion: Mr. Ramirez informed the Board that the District will need to adopt a Resolution for the two (2) board members whose term will expire and are up for re-election on November 3, 2020. The District will need to post the order of election to notify the community the election dates and times for the upcoming election.

Motion made by Ms. Olivas to approve adopting Resolution No. 2020-01 and Order for the Board of Directors of El Paso County WCID #4 calling for the election of 2 Board Members to the Board of Directors of the District, to be held on November 3, 2020 and providing for matters incidental to the holding of said election in accordance with applicable laws.

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	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 contracting with El Paso County Elections Department to hold a General Directors Elections on November 3, 2020.

Discussion: Mr. Ramirez is requesting the Boards' approval to contract the El Paso County Elections Department to hold a General Directors Election on November 3, 2020. The estimate cost to hold the District's election is approximately \$16,022.30.

Motion made by Ms. Gutierrez to contract with El Paso County Elections Department to hold the General Directors Elections on November 3, 2020 for the approximate amount of \$16,022.30.

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

11. Take up, consider and take action on proposed 2020 Tax Rate.

Discussion: Mr. Ramirez informed the Board that the proposed 2020 tax rate went down to 0.182743 from the 2019 rate of 0.403764. The drop in the tax rate was due to the refinancing of Bonds earlier this year.

Motion made by Ms. Olivas to approve the proposed 2020 Tax Rate of 0.182743.

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

12. Kemp Smith Update.

Discussion: No update

No action required for this item.

13. CDM Smith Update.

Discussion: Per Mr. Ramirez' request Mr. Horacio Juarez presented the Board Members with a recommendation to partner up with UTEP to conduct an evaluation for strategies on the use of wastewater treatment plant effluent. Currently the El Paso County Water Control & Improvement District #4 pays District #1 for a permit on a yearly basis to be able to discharge treated water into the Fabens Waste Channel. In contracting with UTEP, students would conduct a study on other possible ways to discharge the treated water to where the community could benefit more from it and be less costly for the District.

No action required for this item.



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14. General Manager Report.

Discussion:

- Collection rate for June 2020 is 96% with 0 cutoffs and 80 remain unpaid
- Mr. Ramirez reported that the office ladies have done an outstanding job with the payment collections. We have a total of 18 customers that have made payment plans. The total amount on payment plans for customers is \$5320.88. The total outstanding amount including payment plans is \$10,883.52. The current outstanding amount is \$5,562.64. We will start shutting off next month on the 21st, we have provided a notice on the bills which states that if they cannot pay the bill to call the office to make payment arrangements before the 21st.
- We have hired Mrs. Alma Lopez for the Warehouse Clerk position, she started on July 6. The committee which consisted of Mrs. Romie Martinez, Mr. Joaquin Mendoza and Ms. Letty Martinez interviewed a total of 5 candidates. The selection of Mrs. Lopez was unanimous. Mrs. Lopez is a graduate and resident of Fabens.
- The field staff have done an outstanding job in cleaning all the trash and disposing of all the scrap metal at the Raul "Moe" Gutierrez Wastewater Plant. A total of 16 trips have been made to the scrap metal.
- Mrs. Martinez set up a training for re-certification for our field staff on Forklift operation and safety at the Raul "Moe" Gutierrez Plant. All the field staff also got the opportunity to operate the backhoes. We also included the Warehouse and office staff in this training. It was a good opportunity for all the staff to see what the field operators do.

No action required for this item.

15. Executive Session.

No items requiring Executive Session.

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

Not applicable.

17. Board Member Availability for the August 25, 2020 Regular Board Meeting.

Discussion: All members will be available for the August 25, 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.

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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Meeting Adjourned at 7:52 p.m.


Signature

Aug 25, 2020
Date Approved

