



# 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, August 25, 2020

**1. Call Meeting to Order.**

President Magda C. Flores called meeting to order at 6:32 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		Via zoom
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
Mr. Fernando Escobar	Field Supervisor

**Consultants:**

Mr. Horacio Juarez	Consulting Engineer (CDM Smith)
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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** Mr. Martinez to approve meeting agenda.

**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. L. Olivas	X			

**Motion:** Passed

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

**Discussion:** No discussion.

**Motion made by** Ms. Olivas to approve the Regular Meeting Minutes for July 28, 2020.

**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	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: 3-minutes speaking time limiter per person.**

No audience comments.

8. **Take up, consider and take action on adoption of the GDS Associates, INC. 2021 Water and Wastewater Rates**

**Discussion:** The Board discussed the District's 10 - year Rate Study conducted by Mr. Nick Weaver from GDS Associates, Inc and agreed on adopting the new rates proposed effective January 1, 2021 to be reviewed on a yearly basis.

**Motion made by Mr. Martinez** to adopt the 2021 Water and Wastewater rates effective January 1, 2021.  
**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 adoption of Resolution No. 2020-02 to adopt tax rate for tax year 2020.**

**Discussion:** No discussion.

**Motion made by Ms. Gutierrez** to adopt Resolution No. 2020-02 to adopt tax rate for tax year 2020 for 0.182743 per one-hundred dollars.

**Seconded by Ms. Quiñonez.**

<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



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**10. Take up, consider and take action on acceptance of one of three options from UTEP to perform a study on utilization of wastewater discharge and to include CDM Smith to oversee the study.**

**Discussion:** Mr. Horacio Juarez with CDM Smith had previously made a presentation to the board on three different options that UTEP can offer to help with the study of determining the most beneficial way of discharging the effluent water. The Board opted to go with Option #2, Graduate Class Project that will perform the study free of charge to be overseen by CDM Smith.

**Motion made by** Ms. Gutierrez to accept Option #2, Graduate class project for the study conducted by UTEP on utilization of wastewater discharge and to include CDM Smith to oversee the study.

**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

**11. Take up, consider and take action on solar energy project for the Raul Gutierrez Treatment Plant.**

**Discussion:** Mr. Horacio Juarez made a Power Point presentation to the Board on Pros and cons of Renewable Energy at the Raul Gutierrez Wastewater Treatment plant. He mentioned that there are several funding agencies willing to fund renewable energy projects. A study would have to be conducted by a professional to determine the benefits and the cost of the solar energy project.

**Motion made by** Ms. Olivas to table item to be brought up 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	X	_____	_____	_____
Ms. Laura Olivas	X	_____	_____	_____

**12. Kemp Smith Update:**

**Discussion:** No discussion.  
No action required for this item.

**13. CDM Smith Update:**

**Discussion:** No discussion.  
No action required for this item.

**14. General Manager Report:**

**Discussion:**

- Collection rate for July -96%, 90 cutoffs, 15 remain unpaid.
- We have closed on the Savage oil property. This property now belongs to us. Mito and his staff will start cleaning property as time permits.
- Ms. Olivas had mentioned about the responsibility of having a drive thru, now that we own the Savage Oil property we can start looking into building a drive thru. I will bring forward in a future Board meeting possible locations and cost.



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- Mr. Madrid and his field staff have completed the water line project at the Fabens Cemetery. Mr. Escobar and Mr. Madrid drew a map of the water system for the staff at the cemetery which shows all the valves and the location of lines.
- We would like to start remodeling the front office, since we have the lobby closed it will be a perfect time to remodel. The cost for the remodeling will be approximately \$10,500.00, which will include a new rooftop package HVAC unit and the installation of an existing unit we have stored. The current HVAC split system we have is old and is mismatched, the condenser on roof is bigger than the furnace, it also uses R22 which is obsolete. We plan to match the front office with the newly remodeled offices. We will bring forward on the next month's Board meeting for an approval.

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 September 22, 2020 Regular Meeting.**

All members will be available for the September 22, 2020 Regular Meeting.

**18. Motion to Adjourn**

Discussion: No discussion\

Motion made by Ms. Gutierrez 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			

Meeting Adjourned at 7:32 p.m.

  
Signature

9-22-2020  
Date Approved