



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, September 22, 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		Via zoom
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:

N/A

Visitors:

Mr. Rafael Ramirez
Mr. David Sublasky

3. **Pledge of Allegiance.**

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

Discussion: No discussion.

Motion made by Ms. Olivas 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 Special Meeting Minutes for 2020 Tax Rate Hearing on August 25, 2020.**

Discussion: No discussion.

Motion made by Mr. Martinez to approve the Special Meeting Minutes for 2020 Tax Rate Hearing on August 25, 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. **Take up, consider and take action on Special Meeting Minutes for 2020 Water and Wastewater Rate Hearing on August 25, 2020.**

Discussion: No discussion.

Motion made by Ms. Gutierrez to approve the Special Meeting Minutes for 2020 Water and Wastewater Rate Hearing on August 25, 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	X			
Ms. Laura Olivas	X			

Motion:

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

Discussion: No discussion.

Motion made by Ms. Olivas to approve the Regular Meeting Minutes for August 25, 2020.

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			

Motion: Passed

8. **Audience comments on Agenda Items: 3-minute speaking time limit per agenda item.**

See item #11.

9. **Audience comments on General Matters: 3-minute speaking time limit per person.**

No audience comments.

10. **Take up, consider and take action on adopting resolution No. 2020-03 and Order of Notice for Cancellation of Election for the Board of Directors of El Paso County WCID #4 November 3, 2020 Election.**

Discussion: Mr. Ramirez explained that there are only two Board of Trustees currently up for re-election and being that there were no oppositions he is requesting for the Board to approve the resolution to cancel the election.



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Motion made by Mr. Martinez to approve adopting resolution No. 2020-03 and Order of Notice for Cancellation of Election for the Board of Directors of El Paso County WCID#4 November 3, 2020 Election.

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			

Motion: Passed.

11. Take up, consider and take action on allowing the Veterans Park Committee to install a Missile Display at the Veterans Park.

Discussion: Mr. David Sublasky, member of the Veterans Park committee, began by thanking the board members for allowing the community to utilize the park to honor the veterans. He then proceeded to explain that the committee has worked hard for 3-1/2 years to bring a military type display to the park through the Federal Government which unfortunately has not come to fruition. A local citizen, Gayle Bidwell, heard about it and was instrumental in acquiring a missile display for the park which he also refurbished and brought back from a dilapidated state condition to its almost original appearance. Mr. Sublasky asked the board for approval to complete the installation and lend any support necessary to complete this extraordinary project. The missiles will be placed under lighting and will sit on top of a concrete slab which will be cordoned off with chain and a sign will be posted to discourage vandalism. Mr. Sublasky also mentioned that later-on, he would also like to install a flag made of cylinders. Being that the flag will be part of the display the board went ahead and approved the installation of the flag as well.

Motion made by Ms. Gutierrez to allow the Veterans Park Committee to install a Missile Display along with the cylinder flag at the Veterans Park.

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.

12. Take up, consider and take action to Remodel Front Office.

Discussion: Mr. Ramirez mentioned to the board that during this time because of COVID-19 the front office is closed and would be an ideal time to remodel it. During the remodeling process the ladies will be moved into the board room in which both windows will be utilized for taking payments. Currently only one person can take payments and there is a backup during busy days. Included with the remodeling will be the installation of two HVAC units on the roof. The existing closet which houses a split system will be converted into a closet for the office. The center payment window will be removed leaving only two windows to accommodate the two desks currently set up for payments. The ceiling, floor and paint will be matched up to the other two offices previously remodeled. Calculated expenditures are roughly \$10,500 using staff to do the in-house work and only having to pay someone to do the duct work.

Motion made by Ms. Gutierrez to approve the remodeling of the front office.

Seconded by Mr. Martinez.



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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.

13. Presentation and Discussion on Cares Act (Financial Assistance for Customers that Qualify)

Discussion: Ms. Romie Martinez presented to the board information that was provided by Project Bravo. Project Bravo contacted the district and advised that they have acquired funds to help out COVID affected customers who are unable to pay their water bill in our area. The Project Bravo locations are closed due to COVID-19, however, they have boxes outside each location in which people can pick up applications and another box in which they can return the completed applications along with required documentation. There will be a total of \$250 combined disbursed funds in a one-year time frame per customer. Only water and sewer fees will be paid for upon qualification. Any deposits, reconnection fees or late fees will be the responsibility of the customer.

No action required for this item

14. Kemp Smith Update.

Discussion: N/A

No action required for this item

15. CDM Smith Update.

Discussion: N/A

No action required for this item.

16. General Manager Report.

Discussion:

1. Collection rate for August is 97%, 78 cutoffs, 17 remain unpaid

2. Last Wednesday the district received a records request from Rio Grande Legal Aid regarding the payments from LVWD to Mesa Del Norte Customers. After sending, the requested information to the district's attorney Drew Miller and explaining how the credit is shown on the billing system, he then contacted RGLA and they responded to him that they concur that all the payments are there. The only information from the original request was items #1 & 2, both of which have to do with rates.

3. The district has currently spent \$8013.47 from March to date on COVID 19. These items include PPE, hand sanitizers and all other disinfecting and protection products.

4. Fabens Flyers Association are subdividing the property inside the Fabens Airport. This will be a private subdivision. They will be running an 8" waterline from 2nd St. to the Airport Road and will have water taps on all lots.

5. The field staff has been working on the new standpipe meter location. This new location was built several years ago to replace the existing location due to the high number of leaks. Staff should be finished relocating meters within a month.



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6. On September 2, US Underwater did the annual tank inspection, which included pictures of the inside of the tanks. The district is awaiting their report to see the condition of inside of the roof on the treated water tank on 10th St. The results from the tank inspection report will be presented to the board.

7. The district has asked for quotes from local tank contractors to see how much it would cost to rebuild the raw water tank. The district has also quoted all material and equipment needed to repair the tank ourselves. Either way CDM Smith will need to design and specify the repairs due to the district having to go out for proposals since the cost of the coating will be over the sealed bid amount of \$75,000.00. The amount will be around \$400,000.00.

The district will need to ask for funding for this project, which will include other projects like the lift stations. As far as Ikard and Hampton Lift stations, they do need to be replaced but if for any reason it takes time to get funding, these lift stations could last us up to 5 years more.

Next Month the district will bring forward an updated PER (Preliminary Engineering Report) which will include renewable energy and replacement of meters from mechanical to digital, this is so that the district can start meter reading from the office and other items. The district does not necessarily need these items to be done, but if it is able to receive grants to pay for them then it can proceed. All financing agencies require to have the items on the USDA PER.

The district is still gathering information on the renewable energy. It has contacted Mr. Larry Bell with TRWA and they did find one water company in Texas that is using solar energy, they are awaiting their response. The district does believe that it can get 100% grant for renewable energy.

No action required for this item.

5. Executive Session

Meeting to be closed under the following Texas Government Code of the Open Meetings Act for discussion as follows:

B. Personnel Matters 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 6:54 p.m.

Time in Executive Session: 0 Hours 31 minutes

From 6:54 to 7:25 p.m.

6. Return to open session at 7:25 p.m. for possible discussion and action on Executive Session item(s).

No action taken as a result of Executive Session.

7. Board Member Availability for the October 27, 2020 Regular Meeting.

Discussion: All board members are available for the October 27, 2020 Regular Meeting.

No action required for this item.

8. Motion to adjourn.

Discussion: No discussion.

Motion made by Mr. Martinez to adjourn.

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

Meeting adjourned at 7:27 p.m.

Margaret C. Flores
Signature

11/24/2020
Date Approved