

Zapata Co. WCID
Regular Board Meeting Minutes
Tuesday, February 13, 2024

The regular meeting of the Board of Directors of Zapata County Water Control & Improvement District (Highway 16E) convened on February 13, 2024 at 10:03 a.m. at the office of the District, pursuant to notice duly given as required by law.

1. Call Meeting to Order. A quorum being present, Vice-President Jesse Porras called the meeting to order and presided.
2. Roll Call. Directors present when the meeting was called to order were: Jesse Porras, Ramiro Ramirez, Jr., Jaime Gonzalez and Sergio Lozano. Also present were: Juan Delgado, Acting Field Supervisor, Mireya Bustamante, Office Manager and Neida Guerra, Office Assistant. Dr. Hildegardo Flores was absent.
3. Certification of Meeting Notice. It was determined that the notice of the date, place, and time of meeting was posted in accordance with Texas Government Code 551.043.
4. Invocation and Pledge of Allegiance. Jesse Porras led the Board in the invocation and pledge of allegiance.
5. Public Comment Period. No one appeared. No comment was received in any form prior to the meeting.
6. Minutes: The minutes of the November 29, 2023 regular Board meeting were read, reviewed and discussed. The motion was made by Mr. Lozano and seconded by Mr. Ramirez to approve the minutes of the November 29, 2023 regular Board Meeting with minor corrections. Following a discussion, the motion unanimously carried. It was noted that the December 2023 and January 2024 regular Board meetings were not held due to a lack of a quorum.
7. Field Supervisor's Report. – An oral report was given by Juan Delgado and discussed.
8. Attorney's Report. – None
9. District Engineer's Report - A report was presented and discussed.
10. Requests for Services: Consider and take action on request that the District service 2,542.94 acre tract being part of Blas Maria Grant. – No action was taken on this item.
11. Booster Station Upgrades – La Mota and Bustamante
 - 11.1 A status report was received
 - 11.2 A motion was made by Mr. Ramirez to approve the La Mota and Bustamante booster stations upgrades as presented, pending an investigation of available funding re-

sources. It was seconded by Mr. Lozano. After a discussion, a motion unanimously carried.

12. A status report on the efficiency of the master meters and contract were discussed – No action was taken on this item.
13. May 4, 2024 Election
 - 13.1 A motion was made by Mr. Ramirez and seconded by Mr. Lozano to adopt this resolution and election order for the May 4, 2024 election:

WHEREAS, in accordance with the Texas Water Code and the Texas Election Code, Zapata County Water Control and Improvement District (Highway 16E) shall hold an election on the first Saturday in May of even-numbered years, at which time the required number of Directors shall be elected to fill the vacancies then occurring on the Board of Directors as provided by law;

WHEREAS, such an election is necessary and should be held on May 4, 2024, in order that two (2) Directors may be elected to membership on the Board of Directors of Zapata County Water Control and Improvement District (Highway 16E) to fill the place of two (2) Directors whose terms of office will expire on May 12, 2024;

WHEREAS, it is hereby determined and found that in accordance with standing order of this Board, written notice of the date, place, and subject of this meeting, including consideration of the setting of said election, was posted at the District's Office at a place convenient to the public, and posted on the District's website for the period of time and manner as is required by law;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of Zapata County Water Control and Improvement District (Highway 16E) that:

1. A regular election for the election of two (2) Directors to serve for a term of four (4) years beginning May 12, 2024:
 - Place 1
 - Place 2be and it is hereby called and ordered to be held in and for this District, in the manner prescribed by law, on the first Saturday of May, 2024, the same being May 4, 2024.
2. Said election be conducted during the hours of seven o'clock (7:00) a.m. to seven o'clock (7:00) p.m. at the office of the District at 504 State Highway 16 East, Zapata, Texas, a place within the District and a place which the Board, after

considering the requirements of Texas Election Code § 43.031, finds to be a proper place for conducting the election.

3. For the purpose of said election, all the area included within the boundaries of this District shall constitute one (1) election precinct.
4. Said election be held at the aforesaid voting place with the use of paper ballots.
5. Pursuant to Election Code §31.123, Mireya Bustamante, an employee of the District, is appointed Agent to preform the duties of the Secretary as required by Election Code §31.122 and §31.123. The agent shall maintain office hours at the District's office for at least three hours each day, during the District's regular office hours, on regular business days, during the period beginning January 17, 2024 and ending on June 14, 2024.
6. The election shall be conducted by the following hereby designated and qualified officers:
Presiding Judge: Roberto O. Montes
P.O. Box 404
Zapata, Texas 78076
Alternate Presiding Judge: Omelia Zapata
119 Roma Street
Zapata, Texas 78076

Such persons are designated only for this election. If the presiding judge is unable to serve at the election, the alternate presiding judge shall serve as the presiding judge for the election.

7. The presiding judge is authorized to appoint two (2) election clerks.
8. The presiding judge designated for said election shall also serve as the early voting ballot judge and the presiding officer of said early voting ballot board, and shall appoint no less than two (2) other duly qualified members as provided by Texas Election Code Chapter 87.
9. Early voting shall be held as provided by law and shall be conducted by the following hereby designated and qualified officers:
Clerk: Mireya Bustamante an employee of the District
234 Lozano Road
Zapata, Texas 78076
Deputy Clerk: Roberto O. Montes a resident of the District
P.O. Box 404
Zapata, Texas 78076
- 9.1 The addresses the Voting Clerk may receive delivery by common or contract carrier are:
Mailing address: Early Voting Clerk
P.O. Box 427
Zapata, Texas 78076
Physical address: Office of Zapata County Water Control and
Improvement District (Highway 16E)
504 State Highway 16 East
Zapata, Texas 78076
- 9.2 Other contract information of Voting Clerk:

Phone No: (956) 765-9650

Email address: zapatacowcid@yahoo.com

10. There being fewer than 1,000 registered voters in the District, pursuant to Election Code § 85.002(d) and § 85.005(b), early voting by personal appearance for this election shall be held at the District's office at 504 State Highway 16 East, Zapata, Texas 78076, a place within the District and a place which the Board, after considering the requirements of Texas Election Code § 43.031, finds to be a proper place for conducting the election, and said place of early voting shall remain open during the hours of nine o'clock (9:00) a.m. and twelve o'clock noon (12:00 noon), which is at least three (3) hours on each day of the early voting period, which shall begin on April 22, 2024, and continue through April 30, 2024, on each day that is not a Saturday, Sunday, or official State holiday. Applications for ballots by mail must be received (no postmarked) no later than April 23, 2024.
 - 10.1 The mailing address of the Clerk to which ballot applications and ballots voted by mail may be sent is:
Early Voting Clerk
P.O. Box 427
Zapata, Texas 78076
 - 10.2 The physical address of the Clerk to which ballot applications and ballots voted by mail may be delivered is:
Office of Zapata County Water Control and Improvement District (Highway 16E)
504 State Highway 16 East
Zapata, Texas 78076
 - 10.3 A completed, scanned application for a ballot by mail containing an original signature shall be transmitted to: zapatacowcid@yahoo.com
11. Candidates shall file an application with the Secretary of the Board to have his or her name printed on the election ballot. Such application must be signed by the candidate or by at least ten (10) qualified electors of this District. The first day to file an application for place on the ballot is January 17, 2024, and must be filed no later than five o'clock (5:00) p.m. on February 16, 2024, as required by law:
 - 11.1 Mailing address: Secretary
P.O. Box 427
Zapata, Texas 78076
 - 11.2 Physical address: Office of Zapata County Water Control and Improvement District (Highway 16E)
504 State Highway 16 East
Zapata, Texas 78076
 - 11.3 Email Address: zapatacowcid@yahoo.com
12. Applications for a place on the ballot shall be substantially in the form attached hereto.
13. The Secretary of the Board of Directors shall conduct a drawing for the order in which names of the candidates for the above-mentioned election are to be printed on the ballot, and shall post notice of the time and place of said drawing, and mail notice of the date, hour, and place of the drawing to each candidate at the address stated on the application for a place on the ballot not later than the

- fourth (4th) day before the drawing in accordance with the terms and provisions of Section 52.094 of the Election Code.
14. Notice be given of this election by a method as prescribed by Section 4.003(1)(B) of the Texas Election Code.
 15. A Writ of Election shall be delivered as prescribed by Election Code Section 4.007, Election Code, to the Presiding Judge no later than March 4, 2022.
 16. Notice of this election be given as prescribed by Section 85.007(c) Texas Election Code, by posting continuously for at least seventy-two (72) hours preceding the first hour that early voting is conducted in the same manner Notices of Meeting of the Board are posted.
 17. It is further found and determined that notice of the date, place, and subject of this meeting was posted in accordance with the terms and provisions of Section 52.094(c) of the Election Code, and Section 551.043 of the Government Code for at least seventy-two (72) hours preceding the scheduled time of this meeting.

Following a discussion, the motion unanimously carried.

- 13.2 No action was taken on the publication of notice of exemption from use of accessible voting systems.
14. A motion was made by Mr. Ramirez and seconded by Mr. Lozano to terminate/ discontinue CPA services with Mr. Moore immediately and proceed to engage a CPA to conduct the District's audit of the Fiscal Year ending August 31, 2024. After a discussion, the motion unanimously carried.
15. Personnel. There was a discussed of the field supervisor/ operator's (J.J. Benavides) sick leave/ health. No action was taken.
16. Customer delinquency was discussed. No action was taken.
17. Financials Reports: The reports for January 2024 were presented, reviewed and discussed.
18. Payable accounts and payroll checks paid for the month of February 2024 were discussed and reviewed. Payments were approved as presented.
19. Communications: A status report on CD rate increases was presented and discussed.
20. Adjournment: It was noted that the next Regular Board meeting will be held on Wednesday, March 27, 2024 at 10:00 AM. There being no further business, the meeting was adjourned at 11:44 AM.

3/27/24
Date Approved

Jesse K. Potras
Jesse Potras, Vice-President
Ramiro Ramirez Jr.
Ramiro Ramirez, Secretary