

City of Booker
Regular Council Meeting
March 9, 2026
6:30 PM

Members Present: Mayor Leslie Payne, Alderman Jeff Monk, Alderman Susie Wynn, Alderman Daisy Lira, and Alderman Jana Compean.

Members Absent: None

Staff Present: Guillermo Estrada – Public Works Manager; Elena McMullin – City Secretary; Lance Swan – Police Chief.

Others present for this meeting: None

Call to Order:

The regular meeting of the Booker City Council was called to order at 6:31pm March 9, 2026 in the City Council Room, 222 South Main, Booker, Texas by Mayor Payne.

Opening:

Mayor Payne opened the meeting with the Pledge of Allegiance and Alderman Susie Wynn offered the invocation.

A. Review And Consider Approving The Minutes

Motion to approve the February 9, 2026 minutes by Alderman Wynn. Second by Alderman Monk. Vote 4 for. 0 opposed. Motion carried.

B. Consent Items – Review & Consider Approving: Accounts Payable & February 2026 Payroll; Incode Journal Entries Completed; Funds On Deposit, Interest Earned, CD List & Financial Statement; And The Gas Purchased/Sold Report

Motion to approve the consent items of Accounts Payable & February 2026 Payroll, Incode Journal Entries completed, Funds on Deposit, Interest Earned, CD List & Financial Statement, the Gas Purchased/Sold Report and additional bills in the amount of \$2,184.61 by Alderman Wynn. Second by Alderman Lira. Vote 4 for. 0 opposed. Motion carried.

C. Citizens Comments

None

D. Fire Department Report

No report given.

E. Police Department Report

Chief Swan stated: it's been kind of not steady but busy keeping people slowed down on the highways. Working a couple small cases; I went to a class today at Frank Phillips College and tomorrow for how Law Enforcement, Fire, EMS, and dispatchers work together on how if there is ever an active shooter and how to communicate and integrate which role each plays a part of and when. State requires 16 hours per year, and this will meet the requirements. This week we have Motorola come in and do their actual push out of onboarding part of what has already been installed. South Plains Communications out of Amarillo, put the equipment in will have one of their tech guys here during installation in case they need help to change some other things. They will have to look at the police pickup, when Wayne was bringing it back home from Amarillo the camera would turn off and later back on; Motorola will send a new base for the body cameras to charge. Everything is going well, works great for what we have used it for so far. Other than that, everything is going good.

F. Accept Certification of Unopposed Candidates

Motion to accept the Certification of Unopposed Candidates by Alderman Wynn.
Second by Alderman Compean. Vote 4 for. 0 opposed. Motion carried.

G. Approve Cancellation Of May 2, 2026 General & Special Election

Motion to approve the cancellation of the General & Special Election for May 2, 2026 by Alderman Compean. Second by Alderman Monk. Vote 4 for. 0 opposed. Motion carried.

H. Consider Approving Going Out for Bids on Cemetery Mowing

Anyone bidding for the mowing of the cemetery will be required to carry minimum coverage of \$10,000 liability insurance policy; and, the bid should include the mowing of the ditch across from the cemetery. Motion to approve going out for bids on the cemetery mowing by Alderman Monk. Second by Alderman Wynn. Vote 4 for. 0 opposed. Motion carried.

I. Review & Consider Approving Appointment Of Officer, Raelene Copeland – Lipscomb County Tax Assessor-Collector To Calculate No-New-Revenue & Voter Approval Tax Rates

Motion to approve the appointment of Officer to calculate no-new-revenue and voter approval tax rates by Raelene Copeland – Lipscomb County Tax Assessor-Collector by Alderman Wynn. Second by Alderman Lira. Vote 4 for. 0 opposed. Motion carried.

J. Review & Consider Approving Contract For Collection Services Of Property Taxes By Raelene Copeland – Lipscomb County Tax Assessor-Collector

Motion approve the contract for the collection services of property taxes by Raelene Copeland, Lipscomb County Tax Assessor-Collector by Alderman Monk. Second by Alderman Compean. Vote 4 for. 0 opposed. Motion carried.

K. Review & Consider Approving Order Allowing Discounts From The Amount Of 2026 Ad Valorem Tax Due If Paid Before January

Motion to approve the order allowing discounts from the amount of 2026 ad valorem tax due if paid before January by Raelene Copeland – Lipscomb County Tax Assessor-Collector by Alderman Compean. Second by Alderman Monk. Vote 4 for. 0 opposed. Motion carried.

L. Review & Consider Approving The Contract Between Lipscomb County Tax Assessor-Collector & The City Of Booker Concerning Tags

Motion to approve the contract between the Lipscomb County Tax Assessor-Collector and the City of Booker concerning tags by Alderman Monk. Second by Alderman Compean. Vote 4 for. 0 opposed. Motion carried.

M. Review & Approve Child Abuse Awareness & Prevention Month, April 2026 Proclamation

Motion to approve the Proclamation declaring April 2026 Child Abuse Awareness & Prevention Month by Alderman Wynn. Second by Alderman Monk. Vote 4 for. 0 opposed. Motion carried.

N. Review & Consider Adopting Emergency Preparedness Plan for the Public Water System

Motion to approve adopting the Emergency Preparedness Plan for the Public Water System by Alderman Lira. Second by Alderman Monk. Vote 4 for. 0 opposed. Motion carried.

O. Staff Reports: Public Works Manager, City Secretary

Public Works Manager Report: On the 23rd we started to read meters. We finished reading meters on the 25th. After doing so, we started to do re-reads on the meters that were showing high consumption or no consumption after checking those meters we ended up confirming that 2 gas meters were not registering so we changed them out. We emptied the small trash cans located on Main St. At the Parks we trimmed the edge on the outfield and infield and cleaned both dugouts at Grace Field and added more red dirt in the infield as well as the outfield areas to level out uneven areas. We also poured the concrete slabs around the bottom of the 2 new benches. Also, at this park and the other parks we aerated the ground so it would make the watering of the grass more efficient, allowing the moisture to penetrate lower and be more beneficial for grass' root system. We also replaced the frost proof hydrant located at the Southwest corner of the pavilion that is on the north end of Robertsons Park. The hydrant was very old, and it was leaking. We also started to spray for weeds some of the Parks. We had to stop doing that because of high winds and because of having to do repairs on the sprayer. We had to repair leaking hoses and replace broken spray nozzles and faulty pump switch. We had to flush one Fire Hydrant located on the South side of town between Eastern St. and Denton St. right off the North side of Mitchell Rd. We had to do this as a response of residents at this side of town complaining of a strong smell of chlorine in the water. We determined that this issue arises due to the lack of normal water circulation. Ever since the plant stopped working and thus not using the high normal amount of water caused the higher accumulation of chlorine at the South side of town mainly. After 3 days of flushing, we were able to circulate water with less chlorine concentration to the mentioned area. We also had to adjust the chlorine feeding rate in our chlorination systems. On regard to chlorination systems, we also had to replace an electrical line with a solenoid at the well #4 chlorination system. Also, at this well site we had to exchange an 8" check valve

component for one that has a weighted lever. We had to make this change to comply with the requirements from Water Conservation Board. I worked on the yearly Water Usage Survey Report that contains the amount of water pumped from the ground and comparing that to what we sold to the residents and business. We had to fix to water 3 leaks on ¾" water service lines on different areas of town including the North, Southeast, and Southwest side of town. We had to replace on average a 2ft piece of poly line in all these leaks. We trained Ramon on how to change gas meters, regulators, and water meters. I worked on yearly gas leak report as required by the Dpt. Of Energy. We pulled 2 Bacteriological samples and 4 BOD and PH samples. At the Wastewater Treatment Plant. We are having to wait for a new pump to come in so we can install it on the floating platform to continue pumping water out of the pond hoping we don't have any more leaks to fix. The old pump was not fixable as it was very old and worn out. We had to jet out sewer main lines. The one at the school, and 2 other main lines near Denton St. and Crockett St. respectively. At the same time, we took the opportunity to train Ramon on how to use the sewer jetter. We replaced worn hydraulic hoses on the skid steer mowing attachments so we can start mowing the tall, dried grass around the ponds and water ways to eliminate them as possible grass fire fuel. We cleaned alleys again by hauling tree limbs, old furniture, and other junk. I worked on the 2 qtrly. Landfill report. On this report I report to the State Agency (TCEQ) the amount of trash disposed at the Landfill. I had a Zoom meeting with the TCEQ Team and Clint our engineer, about the continuing process of the new land addition at the Landfill. We are closer to getting the Land approved unfortunately we discussed of a minor set back on the geological section of the permit. Clint is trying to get a different company to come out and pull a water sample from one of the water wells that is located on Mr. Byron Hoover's land, the company that did it the last time is out of business. In the meantime, The TCEQ team is going to send the next part of the application to Clint to keep on making headway while he finds another company. This should help to keep the approval process moving forward. At the Landfill, my dad still having to move dirt closer to the trash pit to cover the trash throughout the week as well as picking up trash from the fence line as needed. He is also already started to haul dirt to the East side of the pit that is already full which by TCEQ permit guidelines the full pit need to have 5ft of dirt cover. We also had to work on the usual utilities service orders. Line located (The marking of utility lines: water, wastewater and gas.) for different projects for different companies and homeowners.

City Secretary February 2026 Report: Payroll, bi-monthly. Department of Treasury 941 taxes online reporting of payroll. Texas Municipal Retirement System online reporting, balanced payroll with the online system total and processed ach payment. Texas Health Benefits Pool printed monthly statement, balanced and mailed payment. Aflac printed monthly statement, balanced and mailed payment. Printed General Fund and Utility Fund CIP checks; completed deposits to the GF CIP account and the UF CIP account; complete Incode journal entries for the deposits; and enter into the ledgers for the accounts. Coded accounts payable invoices throughout the month as invoices are received and put in folder for preparation of accounts payables. Any invoices that are due when received are coded and manual checks are completed weekly. Completed Incode journal entries as needed for accounts. Printed interest bearing bank statements and entered Incode journal entries. Printed the Incode financial statement for January 2026 for approval. Updated and printed the Funds on Deposit report for the Council books. Updated and printed the Certificate of Deposit report for the Council books. Updated and printed the Interest Earned report for the Council books. Copied & calculated the accounts payable before & after and the payroll for the Council books.

Copied the journal entries for the Council books. Printed the Incode payroll overtime report and payroll history report for Council books. Completed City Secretary monthly report for Council books. Prepared the Council Regular meeting agenda, posted agenda as required and provided information for the agenda items as well as other information as requested. Assist with preparation of Council books to be delivered. Emailed agenda to KXDJ Radio and others as requested. Set up for Council meeting. Transferred Council meeting recording from the recorder to the meeting recording flash drive. Typed minutes from the Council meeting and filed all information from the meeting. Made an excel spreadsheet with the history of the West Texas Gas contracted amounts. Completed the monthly FirstBank Southwest bank statement reconciliations for all accounts. Check employee timesheets for missed clock in/out and correct as needed. Complete the US Bureau of Labor Statistics online reporting monthly. Answer phone calls and assist customers and vendors as needed. Cover desk at customer entrance and assist customers with utility payments and tag renewals as needed. Prepared invoice for Booker Golf, updated balance spreadsheet with invoice. Received FBSW certificate of deposit renewal notifications, calculated interest earned and made copy for end of month journal entries and ledger updates. Took a BEDC loan payment—Booker Tire. Worked with Darren with TML Risk Pool with a workers' comp claim. Set up for a BEDC special meeting. Continue to work on May 2, 2026 General & Special Election, including Certification of Unopposed Candidates and Cancellation of General & Special Election documents. Candidate filing ended at 5:00pm on Friday, February 13, 2026; positions signed up for: Mayor 1year term Leslie Payne; Alderman full term-Jeff Monk; Alderman full term-Daisy Lira; and Alderman full term Lucretia Morgan. Assisted with questions on Texas Water Development Board water use survey. Completed the Annual EIA-176 report of Natural and Supplemental Gas Supply & Disposition. Scheduled first quarter 2026 random drug and alcohol testing. One DOT & one Non DOT, and new hire completed February 26, 2026. Opened new GF CD in the amount of \$50,000.00. The next regular council meeting will be held on Monday April 13, 2026.

K. Executive Session Under Section 551.074 Of The Local Government Code – Personnel Matters-Police Chief

Mayor Payne stated they needed a motion to go into executive session under section 551.074 of the Local Government Code-Personnel Matters-Police Chief at 6:57pm by Alderman Compean. Second by Alderman Monk. Vote 4 for. 0 opposed. Motion carried. Council reconvened from executive session at 7:16pm with no further action taken.

L. Old Business

Alderman Compean asked about the memorial park bench plaques. Elena stated she is working with Stephen Skipper to find the company to place the order.

M. Adjournment

Motion to adjourn the meeting by Alderman Compean. Second by Alderman Monk. Vote 4 for. 0 opposed. Motion carried.

Meeting adjourned.

Leslie Payne, Mayor

Elena McMullin, City Secretary