

City of Booker
Regular Council Meeting
April 13, 2026
6:30 PM

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

Members Absent: Alderman Daisy Lira

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

Others present for this meeting: Lucretia Morgan, Kyle Morgan

Call to Order:

The regular meeting of the Booker City Council was called to order at 6:38pm April 13, 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 Jeff Monk offered the invocation.

A Audit Report Fiscal Year 2024-2025

Juan Santana of HankinsEastup mailed copies of the annual audit report for fiscal year October 1, 2024 through September 30, 2025 which were put in the Council books for review. Mr. Santana reviewed and explained the audit report and findings with the Council. He also stated there were no discrepancies or disagreements with management.

B. Review And Consider Approving The Minutes

Motion to approve the March 9, 2026 minutes by Alderman Monk. Second by Alderman Compean. Vote 3 for. 0 opposed. Motion carried.

C. Consent Items – Review & Consider Approving: Accounts Payable & March 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 & March 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 \$2,625.59 by Alderman Wynn. Second by Alderman Monk. Vote 3 for. 0 opposed. Motion carried.

D. Citizens Comments

None

E. Fire Department Report

No report given

F. Police Department Report

Chief Swan stated: Busy with some civil matters. All the radios and cameras in the vehicles are working great. Took a 1 ½ hour class with Motorola for the license plate reader that is built into that system. Continue working the school zones, keeping them stopping at stop signs and slowed down on the highways.

G. Open & Award Bid for Cemetery Mowing

Mayor Payne opened the bid received for the cemetery mowing. Bid from A & R Landscaping LLC \$950 per mow as needed. Motion to award the bid for the cemetery mowing, weed eating and mowing of the area across the road to A & R Landscaping LLC in the amount of \$950 per mow as needed by Alderman Monk. Second by Alderman Compean. Vote 3 for. 0 opposed. Motion carried.

H. Review & Consider Approving Public Utility Commission of Texas 2026 Consumer Price Index Adjustment to Municipal Telecommunications Right-of-Way Access Line Rates

Council reviewed the telecommunications right-of-way access default rates for 2026 increase. Motion to approve the default rates of the Public Utility Commission of Texas 2026 Consumer Price Index Adjustment to Municipal Telecommunications Right-of-Way Access Line Rates by Alderman Wynn. Second by Alderman Compean. Vote 3 for. 0 opposed. Motion carried.

I. Discuss Planning and Zoning Ordinances

Council discussed the ordinance and decided to speak with our attorney and make some changes to Ordinance 265; changing the building site setback minimum to read 30' from the front of the house, 15ft from the side, and 10ft from alley; and adding details of fencing, planting of trees, carports, and garages.

J. Discuss Mary Cooper Teare Foundation Annual Distribution Request

Council discussed and agreed that the City will request funds in the amount of \$12,000 for parks improvements at Robertson Park. This will include park benches, homeplate light, repairs to walking path, canopy over sandbox, repairs or new set of stands.

K. Staff Reports: Public Works Manager, City Secretary

Public Works Manager Report: On the 24th we started to read meters. We finished meters on the 27th. 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 1 gas meter was not registering so we changed it out. We also by the same criteria, we had to change 2 -1 ½" water meters. On these we had to dig clear back to the tap on the actual water main to be able to stop the flow of water. On one of these meter installations, we also had to replace the valve that is usually between the meter and the tap because it was a very old one. After doing all the installations we had to cover up the holes around at the main line on one of the sites and we also had to reinstall the big water meter metal cans that protect the meters as well as leveling the surrounding areas at both locations. We also had to change out a 6" check valve at well #6 which is the one located on the north side of the Golf Course. We had to do this change as a requirement

from the Water Board District that after inspection of the well sites they noted that they require check valves with a weighted lever indicator. We also had to change the portion of the 8" check valve at well #4 to comply with that same requirement. At the Golf Course we helped with the sanding of all the greens as well as digging to expose a water line that was leaking. After it got fixed, we hauled off the excess dirt and leveled out the surrounding area. We dug to expose a 6" main line that was leaking south of well #4. This line provides water to the Water Vendor. We had to use a full circle repair clamp to fix the leak. After sand packing around the repair, we filled up the hole and leveled the area. We also fixed a leak on a 1" service line that had developed a small hole. We cut the damaged section of the line and spliced it with a new section. After the repair and proper sand packing under it we filled the hole with dry dirt and leveled the area. At the cemetery we had to replace all corroded fitting on the water meter set up. After the repairs we had to reinsulate the 4'X6' meter vault cover. Also, at the cemetery we had to dig two holes where ashes were going to be buried, one for Mrs. Carol Nowlin's and another one for Mr. Donald Kerns'. We had to replace the flag pole's rope and sprayed for weeds on the cemetery's access roads. We emptied the small trash cans located on Main St. We fixed dumpsters by cutting out rotted bottoms and welding new ones as well as installing new lids as needed. After repairing them we swapped them accordingly. At the Landfill, we are down to a quarter of our room availability. We have covered the East portion of that pit to a final only dirt layer, and we are continually moving dirt to this area to have it there as needed to cover the area that is still available. Because of the windy days, we are continually picking up windblown trash from the fence line as needed, the trash pits low depth contribute to the amount and frequency of the trash blowing out of the pits. At the T-Ball Field we trimmed the edge on the outfield and added more red dirt on the whole infield. At Robertson Park and at the other ball fields we had to repair sprinklers and fix small leaks on the watering systems. We also continue to drag the infields and outfields and started mowing the ball parks because besides the softball season and the teams of the baseball spring/summer league have started practicing as well as the Soccer League activities which include games and practices. For those reasons we have been trying to keep up with cleaning and restocking paper towels, toilet paper, and hand soap as needed. We had to flush one Fire Hydrant located on the Southwest side of town between Bluebonnet St. and Azalea St. 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. As I reported last month, 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. We had to adjust the chlorine feeding rate in our chlorination systems to a lower setting. We pulled the required 2 Bacteriological samples and 4 BOD and PH samples. At the Wastewater Treatment Plant. We installed a new pump and motor on the floating platform to continue pumping water out of the pond. We do this to lower the level of the last stabilization pond to make room and prevent overflowing of the first pond where the last of the biological waste digestion takes place. We also cleaned the 3 sludge drying beds to then refill them afterwards with fresh sludge from the Imhoff Tank which is the place of our Wastewater System where the primary biological waste digestion takes place. We must drain this tank periodically to keep it from going septic, if it gets to that stage will mean that the bacteria that feeds on the biological waste has died and it would be a problem we don't want to solve. It could get very expensive and time consuming. We had to jet out a sewer main line located north of Robertson Park and along the Golf Course. We also jetted out another sewer main line this one located in the alley behind

Hometown Realty offices. We cleaned alleys again by hauling tree limbs, old furniture, and other junk. Fernando has obtained his Basic Water Operator License after taking the online courses and passing the test. We also had to work on the usual utilities service orders sadly more than usual water and gas services cancellations due to families leaving town. We also did line locates (The marking of utility lines: water, wastewater and gas.) for different projects for different companies and homeowners.

City Secretary March 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 February 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. Continue to work on May 2, 2026 Election for Booker ISD with Jamie Garcia. City Hall will be the early voting place starting April 20-28, 2026 with Tuesday April 21st not an early voting day due to San Jacinto Holiday per SOS election calendar. Contacted Judge Custer about online training for municipal judge hours for the year. Completed Volunteer Fire Department Payroll for January-March Q1. Submitted final paperwork for workers comp claim. Worked with Juan Hankins Eastup getting the audit finalized. Emailed Debi and Kristen with Specialized Public Finance for annual debt reporting. Completed and mailed the TCEQ Landfill Assurance Letter. Attended a videoconference Municipal Law Seminar. The next regular council meeting will be held on Monday May 11, 2026.

L. 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-City Secretary six-month evaluation at 7:47pm by Alderman Wynn. Second by Alderman Compean. Vote 3 for. 0 opposed. Motion carried. Council reconvened from executive session at 7:58pm with no further action taken.

M. Old Business

Guillermo stated Clint with OJD engineering got another guy to do the geographical sampling that is needed for the landfill. One pit is $\frac{3}{4}$ full and another pit down to $\frac{1}{4}$ remaining. Guillermo mentioned that we could start at the beginning of fall digging the pit and by the time we get the permit it has already been started, and we can finish it and start putting trash in the new pit. Alderman Wynn talked about the stove at the Legion Hall and getting it replaced. Mayor Payne addressed this by letting the council know that he went ahead and had Elena make a purchase of a 48” multi burner commercial stove. The purchase was made at Sam’s Club with the final purchase price of \$2,745 original price was \$4,995 got \$2,250 off. Alderman Wynn also stated that the 110 Celebration is in 2 years and would like to get a mural painted on the side of the Legion Hall. Alderman Monk stated another building to put a mural on is the old Alamo building.

N. Adjournment

Motion to adjourn the meeting by Alderman Compean. Second by Alderman Monk. Vote 3 for. 0 opposed. Motion carried.

Meeting adjourned.

Leslie Payne, Mayor

Elena McMullin, City Secretary