

City of Booker
Regular Council Meeting
January 12, 2026
6:30 PM

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

Members Absent: Alderman Jana Compean

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

Others present for this meeting: Stephen Skipper-Assistant Fire Chief

Call to Order:

The regular meeting of the Booker City Council was called to order at 6:30pm January 12, 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 Wynn offered the invocation.

A. Audit Report Fiscal Year 2024-2025

Audit report not ready. Tabled for next council meeting.

B. Review And Consider Approving The Minutes

Motion to approve the December 8, 2025 minutes by Alderman Wynn. Second by Alderman Monk. Vote 3 for. 0 opposed. Motion carried.

C. Consent Items – Review & Consider Approving: Accounts Payable & December 2025 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 & December 2025 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 \$16,182.78 by Alderman Monk. Second by Alderman Lira. Vote 3 for. 0 opposed. Motion carried.

D. Citizens Comments

Presented former Mayor Skipper with a plaque for his service.

E. Fire Department Report

Stephen Skipper, Assistant Fire Chief stated: No calls.

F. Police Department Report

Chief Swan stated: Finishing some end of the year stuff for 2025 get all that stuff into DPS; Decided not to do the grant right now for the bulletproof windshield due to some problems with the heaters; Looking into a new grant for rifle vest and shield for each police vehicle; Parked on the highway coming into town and the traffic has been slow in the school zones.

G. Approve BEDC Loan Request for Plano Vista Ready Mix

Motion to take no action by Alderman Monk. Second by Alderman Lira. Vote 3 for. 0 opposed. Motion carried.

H. Discuss & Appoint Representative to Lipscomb County Appraisal District Board of Directors 2 Year Term

Motion to appoint Susie Wynn as Representative to Lipscomb County Appraisal District Board of Directors 2 Year Term by Alderman Lira. Second by Alderman Monk. Vote 2 for. 0 opposed. 1 abstained. Motion carried

I. Discuss and Possible Action related to the Appointment of Mayor Pro-Tem

Motion to appoint Jeff Monk to Mayor Pro-Tem by Alderman Lira. Second by Alderman Wynn. Vote 2 for. 0 opposed. 1 abstained. Motion carried.

J. Review & Consider Approving Order of General/Special Election For May 2, 2026

Motion to approve the Order of General/Special election for May 2, 2026 by Alderman Wynn. Second by Alderman Lira. Vote 3 for. 0 opposed. Motion carried.

K. Staff Reports: Public Works Manager, City Secretary

Public Works Manager Report: We worked on taking down Christmas lights from buildings, wood decorations and lights from Caboose Park and lights from trees and wood decorations from Memorial Park. It took about 3 days on and off as we had time. We emptied the small trash cans located on Main St. We reset the stop sign at the intersection of Main St. and HWY 15. At the Parks we winterized the restrooms, we also started digging holes for the new benches. At Memorial we replaced the rotting wood on one of the benches and water sealed the wood afterwards. At Cemetery we set up stands for the Wreaths Across America Veterans Ceremony. Afterwards we went back and removed the stands and picked up the wreaths from the graves. We repaired lids on dumpsters and replaced rusted out bottoms on 2 more dumpsters. We pulled 2 Bacteriological samples and 4 BOD and PH samples. At the Wastewater Treatment Plant, after the electricians replaced electric component from the control panel of the floating pump; we had to troubleshoot the pump which is located at the last stabilization pond from which water is pumped out to irrigate Wendell's fields. We pulled the pump out of the water to take the bottom part out to be able to check if something was jamming the impellers. We found out that corrosion and mineral scale buildup were the problems. We cleaned everything out and reassembled the pump and started pumping. After 10 minutes of pumping we had to turn the pump off because we found a leak on the line at the field just west of the meter. We had to dig to expose the damaged area and called Blaine

Irrigation Company to fix the leak. After doing so and about a week of pumping we had to turn of the pump again because 2 more leaks developed on the pipe system this time the leaks were found along County Rd 30. We called in a line locate order and after everything is marked we are going to have to dig into the two areas to expose the damaged sections of the pipe. Also, we had to dig a ditch to install a new electric line that would provide power to the electric flow meter located at the Wastewater Plant too. We decided to do this project ourselves to save at least 3K just on labor alone versus having the electricians do it. We replaced worn out hydraulic hose rubber fasteners and broken boom release mechanism on the backhoe. We also greased the backhoe, the JD tractor, Skid steer, and white dump truck. We also changed the oil on the 2009 chevy pick-up and the 2020 dodge pick-up. We started to read meters on the 19th and finished on the 23rd. We ended up needing to replace 1 3/4"X5/8" Water meter and a 1 1/2" meter. We did that, after we went back and checked the readings on the meters that were not showing usage. We had to replace the chlorine booster pump located at well #6 which fills the sphere-shaped water storage tank at the golf course. Also, at the golf course we dug for Craig to expose a leaking water line. We worked on fixing 2 water leaks. One was located on a 2" poly line main line located in the alley behind Jimmy Burt's house. We dug for about 4 hours trying to find the actual leak. We started on the south side of the sidewalk and ended up finding the actual leak right under the 12" thick concrete alley entrance. We avoided demolishing the entrance to fix the leak by digging under the concrete to be able to replace the broken 90-degree elbow. On the other leak we had to cut off the main line to install a 3ft piece of pipe and another 4" dresser to fix the 4" pvc main line. We did this of course after we dug to expose the damaged area. After the repair of the 1" leak we packed the line with sand and put caution tape around the hole. We left the filling in of the hole for the next day to cut down on overtime pay. We swapped water meter indexes. The one located at the irrigation pond and the one located on the 6" water supply line of the Packing House. Worked on P-95 gas leak report and gathering records for a gas system inspection on the week of the 12th of this month. I did a yearly used oil recycling report required by TCEQ state agency. I must report the amount of oil that is dumped into the used oil container located behind City Hall. We cleaned alleys by hauling tree limbs, old furniture, and other junk. 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. We also had to work on the usual utilities service orders. Line locates (The marking of utility lines: water, wastewater, and gas.) for different projects for different companies and homeowners.

City Secretary December 2025 Report: Payroll, bi-monthly. Volunteer Payroll 4th Qtr. 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 November 2025 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. Renewed the ad for the City Manager. Took a BEDC loan payment—Booker Tire. Worked with Juan with Hankins, Eastup-Auditor, emailed him more paperwork he was needing. Prepared and posted the required election notices for May 2, 2026 on bulletin board and on website. First day to file is January 14, 2026 and last day to file is February 13, 2026 by 5pm. Attended TMRS webinar. Opened new GF CD & updated the signatures at the bank. Harvey's Electric installed 2 new plug ins in my office. Set up for a BEDC meeting. Worked with Karen on a Saturday-Closing the FY24-25 and opening FY25-26 Budget. The next regular council meeting will be held on Monday February 9, 2026.

L. Mayor Update Regarding City Manager Search/Applications

No update.

M. Executive Session Under Section 551.074 Of The Local Government Code – Personnel Matters

Mayor Payne stated we need to go into executive session regarding personnel matters. Motion to go into executive session at 6:45pm was made by Alderman Monk. Second by Wynn. Vote 3. 0 opposed. Motion carried. Back in regular meeting at 7:01pm.

N. Old Business

Guillermo stated he went to a class to become a CSI(Customer Service Inspector) to check businesses make sure the plumbing is up to code.

O. Adjournment

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

Meeting adjourned.

Leslie Payne, Mayor

Elena McMullin, City Secretary