

**City of Booker
Regular Council Meeting
February 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: Cecilia Cates and Sherrie Rima

Call to Order:

The regular meeting of the Booker City Council was called to order at 6:30pm February 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 Compean offered the invocation.

A. Review And Consider Approving The Minutes

Motion to approve the January 12, 2026 and Special Meeting January 19, 2026 minutes by Alderman Wynn. Second by Alderman Lira. Vote 4 for. 0 opposed. Motion carried.

B. Consent Items – Review & Consider Approving: Accounts Payable & January 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 & January 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 \$77.79 by Alderman Wynn. Second by Alderman Monk. Vote 4 for. 0 opposed. Motion carried.

C. Citizens Comments

None.

D. Discussion about the Wreaths Across America and Bookers Participation

Cecilia Cates and Sherrie Rima talked about DAR(Daughters of the American Revolution) by saying they put out around 1100 wreaths between Perryton and Booker combined. Alone there are about 104 veterans at the Booker cemetery. And proposing that the City of Booker take over this with their help. The only cost is for the wreaths

they are \$17 each. This year's ceremony will be on December 19, 2026. Alderman Wynn stated as a city council we do not fundraise, but we could put it into the budget and partner with an organization at the school that would want to help distribute the wreaths such as NHS or student council.

E. Fire Department Report

No report was given.

F. Police Department Report

Chief Swan stated: He was absent the day of the Preferred Beef Fire. He has been patrolling the highway and getting the traffic slowed down in the school zones. Continued working on the grant that was approved last month

G. Review & Approve Booker Police Department Racial Profiling Report

Motion to approve Booker Police Department racial profiling report by Alderman Monk. Second by Alderman Lira. Vote 4 for. 0 opposed. Motion carried.

H. Approve BEDC Loan Request for Plano Vista Ready Mix

Alderman Wynn and Alderman Monk informed the council members of the BEDC Loan request for Plano Vista Ready Mix. Motion to approve BEDC loan request for Plano Vista Ready Mix by Alderman Lira. Second by Alderman Compean. Vote 2 for. 0 opposed. 2 abstained. Motion carried.

I. Review & Approve Resolution# 2026-001 Adopting The 2025 Updated Lipscomb County Hazard Mitigation Plan

Motion to approve Resolution# 2026-001 Adopting The 2025 Updated Lipscomb County Hazard Mitigation Plan by Alderman Wynn. Second by Alderman Lira. Vote 4 for. 0 opposed. Motion carried.

J. Staff Reports: Public Works Manager, City Secretary

Public Works Manager Report: We worked on doing line locates. We had to mark water, sewer, and gas lines for the Wastewater 6" line replacement. Besides the line locates we had to move 6 dumpsters out of the alley so they would not be in the way. This project was approved to be done in this budget year. They were able to finish the project in a week. I met with a Railroad Commission inspector going over records and procedures of our Gas System. I spent 3 days with him answering questions and providing records. On the last day we went over the Border Station which is the point of gas delivery via a gas transmission line property of West Texas Gas. After inspecting this facility, he asked me to operate 3 main valves so he could see they are in good operating condition. After all that we went back to City Hall and finished up the inspection there by checking the present percentage of odorant concentration of the gas. At the end the inspector told me that he did not find any Violations and just had some recommendations about needed updates on our operations manual and some on needed certification on electrofusion fittings installations. 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 in preparation for the upcoming Softball season practices and games. Also, we set in the ground the 2 new benches we are still planning to pour a concrete pad around the bottom to complete the installation. In the meantime, they are safe for people to sit on; but we want to finish them with a concrete pad so that they look better and will

help us by not having to trim the grass under them. We made a new dirt drag to be used on all the ball fields. We had to prepare to prevent water meters from freezing over by placing insulation on the ones that were installed very shallow. We also had to put extra insulation in the well houses. We also made sure the generators were operational and fueled up ready to go if needed. After all the cold days. We only had to replace one busted water meter as well as spreading sand at the major intersections after clearing snow. We read meters from the 26th through the 28th. After doing so we did rereads on the meters showing unusually low or high usage. That is how we found out that one water meter and one gas meter were not working. I also had to call the electricians to come and replace a electric starter at the booster pump at well #4. We pulled Bacteriological samples and 4 BOD and PH samples. At the Wastewater Treatment Plant, we had to trouble shoot the irrigation pump because the motor was working but the pump was not. We pulled the pump out of the water to take the bottom part out to be able to check if something was jamming the impeller. We found out that the impeller was not spinning. So, we had to take off the pump of the float system and take the pump to get worked on. We are now having to wait for the pump to get fixed so we can continue pumping water out of the pond hoping we don't have any more leaks besides the last 2 we had, which got fixed and covered up before the pump quit working. We replaced busted hydraulic hose located on the driver sidetrack on the track loader. We also had a cat technician trouble shoot the ac system after doing so he found a bad sensor and replenished the system with freon. We also changed the oil on both trash trucks. We replaced the 4X4 actuator on the 2020 Dodge pick-up truck. We had to install 2 in line strainers on the water supply line at the chlorine booster pump set up located at well #6 which fills the sphere-shaped water storage tank at the golf course. We cleaned alleys again 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. On regard to the landfill permit. Clint told me to contact Mr. Rex Hoover to ask him for permission to go to one of his properties located Southeast of the landfill and allow us to pull a water sample from his well. It is a requirement of the permit application. 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. 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. Completed TEC & 941 quarterly reports. Printed the Incode W-2/W-3 information and the 1099/1096 reports. Completed BSO online reporting of the W-2's and W-3 and printed forms for employees. Completed the 1099/1096 forms. Completed the online annual PHMSA/DAMIS MIS 2025 reporting. Completed online the Booker Economic Development Corporation report. Completed BOKF, NA for the annual interest only payment for the Texas Water Development Board loan. Set up for a BEDC special meeting. Discussed with Juan-Auditor of Hankins Eastup regarding when the completion of our audit will be completed. He is waiting for the 2025 annual inflation factors to be posted on TCEQ's website, and it still has not been updated. Looks like it could be towards the end of February when it will be ready. Attended TMCA in Round Rock. Continue to work on May 2, 2026 General/Special Election, including preparing candidate packets and election forms. Deadline is Friday February 13, 2026 at 5pm. The next regular council meeting will be held on Monday March 9, 2026.

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

Mayor Payne stated we did not need to go into executive session.

L. Old Business

None.

M. Adjournment

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

Meeting adjourned.

Leslie Payne, Mayor

Elena McMullin, City Secretary