

The Willis community Development Corporation of the City of Willis, Texas convened in regular session at the city hall on the date and time aforesaid, with the following members present:

Mary Reed, President  
Tamara Young-Hector, Board Member  
Sharon Luster, Board Member  
Sonda Toliver, Board Member  
Yolanda Harris, Board Member  
Teresa Herod, Board Member  
J. Rice, Board Director  
Marissa Quintanilla, City Secretary  
Rachel Kulhavy, Director of Finance

And the following members absent: Lisa Toliver, constituting a quorum at which time the following business was transacted to-wit:

1. Call to order the regular meeting.  
Mary Reed called the meeting to order at 5:33 p.m.
2. Roll Call, Pledge of Allegiance, and Invocation  
I Pledge Allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all. Honor the Texas Flag. I pledge allegiance to thee Texas; one state under God, one and indivisible.  
Mary Reed called roll. Lisa Toliver was absent  
Pledges were recited.  
J. Rice gave the invocation.
3. CITIZENS INQUIRY
  - a. Name January Citizen or Business of the Month  
No nominations
  - b. Public Comments  
Jennifer Steen stated that Family Promise would be having a \$10.00 catfish lunch on Saturday December 7, 2019 at the North Montgomery County Community Center.
4. CONSENT AGENDA
  - a. Approval of the minutes of the previous regular meeting: October 24, 2019
  - b. Approval of financial statements  
Motion was made Tamara Young-Hector to approve the consent agenda. Sharon Luster seconded the motion. Motion passed unanimously.
5. NEW BUSINESS
  - a. Discuss and take action on possible change order for MLK Park Improvements.  
Mr. Rice stated that there has been a pre-construction meeting and equipment has been moved to park and work has started. Mr. Rice stated that Council had requested more parking. Jennifer Steen with Bleyl Engineering stated that they looked into adding three additional parking spaces, but would have to remove a large oak tree. Ms. Steen stated they could add one additional parking space and wheel stops for \$2,463.71. Ms. Steen also mention that playground equipment we currently have is purple, if the replacement equipment is not available in purple what color would board prefer. The board decided on blue. Ms. Steen stated that the other issue that was brought up was the electrical panel being moved to the side of the restroom. Ms. Steen stated she spoke with Entergy and relocating can go underground which would be expensive, or drop another power pole both options would add cost to the project. Board would like prices for both and decide later and may have to do a budget amendment. Motion was made by

Tamara Young-Hector to approve the addition of one parking spot and wheel stops for the amount of \$2,463.71. Sharon Luster seconded the motion. Motion passed unanimously.

- b. Discuss and take action on signatories for financial documents and accounts.

Mr. Rice stated this was to add the new financial director, Rachel Kulhavy to all financial and bank accounts and to remove Rick Valdez. Motion was made by Sharon Luster to add Rachel Kulhavy to all financial and bank accounts and to remove Rick Valdez.

6. REPORTS

Input from Board related to issues for possible inclusion on future agendas.

None.

7. ADJOURN

Motion was made by Tamara Young-Hector to adjourn. Sonda Toliver seconded the motion. Motion passed unanimously. The meeting adjourned at 6:00 p.m.

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Marissa Quintanilla, City Secretary