

**CARTER PLANTATION COMMUNITY DEVELOPMENT DISTRICT  
PARISH OF LIVINGSTON, STATE OF LOUISIANA**

The Board of Supervisors of Carter Plantation Community Development District (the “Board”) met on Monday, February 13, 2023, at 5:00 p.m. at the Carter Plantation Clubhouse, located at 23475 Carter Trace, Springfield, Louisiana 70462, concerning matters pertaining to the Carter Plantation Community Development District (the “District”), pursuant to the provisions of Chapter 27-B of Title 33 of the Louisiana Revised Statutes of 1950, as amended, comprised of La. R. S. 33:9039.11 through 9039.37, inclusive (the “Act”).

The minutes for the meeting of the Board of Supervisors of Carter Plantation Community Development District, Parish of Livingston, State of Louisiana (the “District”) follow:

**February 13, 2023 CP CDD Board Meeting Agenda**

- Item 1. Call to order.
- Item 2. Approval of the minutes for the December 19, 2022 Board Meeting.
- Item 3. HCHS Report
- Item 4. Quarterly Financial Report
- Item 5. Old Business/Status of Action Items.
  - a.) Post hurricane clean-up. FEMA meetings
  - b.) NetDMR 14-Day Notice of DMR. DEQ report.
  - c.) Sewer Plant and Lift Station Repairs.
  - d.) Carter Cove street and speed hump signage (coordinate with HOA)
  - e.) Fairway Gardens common area ownership
  - f.) Procurement and Monitoring Policy
  - g.) Street repairs in Tall Timbers
  - h.) Discussion regarding charging builders a fee to cover the cost of the damages to roads during construction.
- Item 6. Any New Business.
- Item 7. Set Date for Next Board Meeting and Adjourn.

**Item 1.** Call to Order - 5:00 PM by Jason Ard. After calling the meeting to order, Jason Ard announced his resignation as Chairman of the Board of Supervisors. Maurice Welsh was nominated to serve the Board as Chairman by Ronnie Morse. John Munding seconded the motion, and it was passed unanimously. Ronnie Morse opened with prayer, and Maurice Welsh chaired the meeting after that point.

Members present: Maurice Welsh, Jason Ard, Ronnie Morse & John Munding.

Others in attendance:      John Estess                      Pat Beauchamp              Judy Sharp  
Gene Powell                      Dan Lemoine

**Item 2.** Minutes from the December 19, 2022, meeting were reviewed. Jason Ard made a motion to approve. Ronnie Morse seconded the motion. The motion to approve passed unanimously.

**Item 3.** **HCHS Report** – Judy Sharp reported that a net profit of over \$16,500 was made on the first Teddy Bear Tea. She shared a general accounting showing a balance of about \$54,000. They are in the process of repairing and replacing stairs, ramps, roofing and railings. Some was damaged by hurricane Ida. Others have just deteriorated over time. All kitchen appliances have been replaced.

**Item 4. Financial Report** – Estess CPA handed out a Statement of Revenue, Expenses and Change to Net Assets, showing our status through the first two quarters of the 2022-2023 fiscal year. Operating revenues (water & sewer) are at \$164,000, about \$34,000 ahead of budget. Operating expenses are at \$150,000, which is about \$7000 higher than budgeted. That gives us a \$14,000 surplus, as opposed to the budgeted \$12,000 budgeted deficit.

Non-operating expenses (tax assessments & maintenance) are \$34,000, about \$4000 higher than budgeted. Other expenses totaled \$35,000, which is \$17,000 above budget. Tax income is shown at \$20,000, leaving a deficit of \$49,000.

With the surplus in Operating Expenses, the total deficit through the first two quarters is about \$35,000. Given the anticipated influx of property tax revenue in the third quarter, is not considered to be a concern.

Estess is still in the process of converting from accrual to a cash basis of accounting. This will put us in a better position to understand our ability to initiate capital programs and stay within our budget on repairs. It was suggested that discussion on a Capital Improvement Budget be added to our annual expense budget.

**Item 5. Old Business/Status of Action Items**

- a) **Post hurricane clean-up and FEMA meetings** – John reported that he and Butch Marchinko had another phone conference with FEMA regarding signatures on various forms before funds will be released. FEMA has told us they are recommending a settlement of over \$60,000. It is unclear when the funds will be made available. It was agreed some of that money could be spent on hurricane related damages, but most should be put into reserve for future hurricane damages.
- b) **NetDMR 14-day notice of DMR and DEQ quarterly report** – A report was filed in January. Gene reported on a letter from the State regarding low chlorine levels in water taps. The letter was turned over to Chad Fagan and he will assure compliance and file information with the State as required.
- c) **Sewer Plant/Sewer Lift Station Repairs** – Dan Lemoine reported that repair expenses were lower than usual. There was also discussion on whether customers should be paying for labor to replace damaged low pressure grinder pumps. It was agreed that both labor and material expenses are to be passed on to customers per the recently passed ordinances.
- d) **Carter Cove signage** – Street signage in Carter Estates is being installed. The HOA is in the process of buying and installing signs at the speed humps encouraging drivers to slow down. Costs will be split between the CPCA and the CDD.
- e) **Fairway Gardens Common Area** – Pat Beauchamp will put an Act of Transfer together so the owner can be contacted. John Mundingger has put a drawing together and sent it to McLin Taylor asking for a proposal to provide design services with an estimate of construction cost. He also met with Allen Wilson to get a quote to install underground piping, and re-contour the area. It was noted that Adrian Antisan has purchased four empty lots and started construction of a new house on one of the lots. He has started to dig trenches to drain standing water onto the street. John will contact him to see if he plans to do any additional work. It's our hope to have a better understanding of future expenses before a final decision to acquire the property is made.
- f) **Procurement and Monitoring Policy** – Gene Powell has already sent a draft to be reviewed by the full Board. Much of the document explains how products and services are procured in non-emergency situations. We will need to add language to clarify our process of engaging companies that already provide maintenance on our water and sewer systems during an emergency. Gene and John Mundingger

will get together for further review.

- g) **Street repairs in Tall Timbers** – Gene Powell secured a quote of about \$19,000 to make repairs to expansion joints in the concrete on Cypress Cove. There was a previous quote to make repairs to cracked concrete near Cypress Pond for \$12,000. John Estess reported that funds are available, and the Board agreed to authorize engaging in an agreement to start the work.
- h) **Discussion regarding charging builders a fee to cover the cost of the damages to roads during construction** – Pat Beauchamp reported that it would be difficult to charge contractors a fee to specifically make street repairs and recommended against trying to charge for a building permit or some other kind of charge where we would have authority to charge a fee before a building or occupancy permit could be issued.

**Item 6.** **New Business.** – There was discussion regarding the capacity of the sewer treatment plant and the status of efforts to expand. Dan reported that the plant is designed to accommodate 75,000 gallons per day, which by State standards should not be large enough for over 300 occupied homes. But the actual volume is around 40,000 gallons. So, the plant is easily capable of handling the current load. But, plans to expand have been prepared and submitted to the State for review. Maurice Welsh reported that he has had conversation with Jim Ryan regarding financing through the sale of bonds. No reference was made to a budget or the cost of expanding the facility.

**Item 7.** Set date for Next Board Meeting and Adjourn - Monday, March 27, 2023, at 5:00 PM.

BOARD OF SUPERVISORS  
CARTER PLANTATION COMMUNITY DEVELOPMENT DISTRICT  
PARISH OF LIVINGSTON, STATE OF LOUISIANA



By:

John Mundinget, Secretary