



MOSQUITO ABATEMENT DISTRICT

ST. TAMMANY PARISH

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BOARD OF COMMISSIONERS

Dr. Eugene A. Garcia III	Chairman
Dr. Peter J. Gerone	Secretary - Treasurer
Anthony Alfred	Commissioner
Dr. Andrew J. Englande Jr.	Commissioner
David C. Stuart	Commissioner

DIRECTOR
Victoria G. Taylor

MINUTES

Board of Commissioners Meeting April 19, 2017

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 12:45pm by Chairman Eugene Garcia, April 19, 2017, in the District office at 62512 Airport Road, Building 23, Slidell, Louisiana.

Present were Mr. Anthony Alfred, Dr. Eugene Garcia, and Dr. Peter Gerone, Commissioners; Dr. Ron Francis and Dr. Bob Lowrie, Advisors; Mr. Jake Abdalla, Legal Counsel; Mrs. Viki Taylor, Director; and Dr. Kevin Caillouet, Assistant Director. Dr. A.J. Englande Jr. and Mr. David Stuart, Commissioners and Dr. Dawn Wesson, Advisor, were absent. Supervisor of Aerial Operations Ben Smith was a guest at the meeting.

MINUTES

The minutes from the March 22 meeting were presented. The minutes were approved on a motion by Commissioner Alfred. Commissioner Gerone seconded the motion. Carried.

TREASURER'S REPORT

The Treasurer's Report was presented and discussed. The Director reported that the Aerial Applicator insurance policy renews May 1. She proposed increasing the Aircraft Physical Damage and Liability (chemical and non-chemical) coverage limits from \$5M to \$10M, for an additional annual premium of \$3,750. This would ensure more than adequate liability coverage for the chemical spray tank increased capacity from 60 to 200 gallons. Commissioner Alfred so moved and Commissioner Gerone seconded the motion. Carried.

LWCC issued a dividend check for \$68K; however, it is likely the premium will increase next year by 25%.

Advisor Francis distributed financial reports from investment advisor Tom Van Geffen. Mr. Van Geffen will provide an investment update at the May meeting.

The Treasurer's Report was accepted on a motion by Commissioner Gerone. Commissioner Alfred seconded the motion. Carried.

SICK LEAVE/ANNUAL LEAVE

Director Taylor and Assistant Director Caillouet proposed closely aligning the District's sick and annual leave policies with those of St. Tammany Parish Government. The following changes were presented to the Board for approval.

The Director reviewed the current sick leave policy crediting eligible employees five days annual sick leave on January 1 and, if accrued, up to five days carried over. In addition, after the completion of one year, 15 days of annual extended sick leave are available for eligible employees confined to a hospital or under the care of a doctor for five days or more. The Director recommended revising the sick leave policy to award ten days of annual sick leave, two weeks of annual extended sick leave, and the ability to accrue up to 240 hours of sick leave. This would enable eligible employees to bank sick leave in case of long term illness. Commissioner Alfred moved to award ten days of annual sick leave, two weeks of annual extended sick leave, and up to 240 hours of accrued sick leave, with accrual beginning the first day of employment. He further moved to enact the modified sick leave policy effective the next payroll period. Commissioner Gerone seconded the motion. Carried.

The Assistant Director reviewed the current annual leave policy crediting eligible employees five days annual leave after the completion of the first year. He proposed increasing the number of days credited after the first year to ten. Commissioner Gerone moved to award eligible employees ten days of annual leave for the first year, accrued monthly, beginning the first day of employment. He added that the modified annual leave policy should take effect the next payroll period. Commissioner Alfred seconded the motion. Carried.

DIRECTOR EVALUATION

Director Taylor reported that employee performance evaluations were conducted for all employees, except the Director. A Director's Evaluation was presented to the Board for review. Commissioner Gerone suggested that the Board enter Executive Session at the close of the meeting to evaluate the Director. The Board concurred.

MILLAGE RENEWAL

The Director and Assistant Director plan to meet with the St. Tammany Parish Tax Assessor and present millage renewal projections for Board consideration at the May meeting. The Board will formally adopt the 2017 millage at its June 21 meeting.

AIRCRAFT UPDATE

Chief Pilot Ben Smith prepared a presentation outlining Twin Otter progress, purchase price, and work change order costs. The plane should be ready by mid May. Annual maintenance on the Ag Husky revealed many repairs totaling approximately \$10K. Commissioner Gerone moved to pre-approve \$10K for Husky aircraft repairs. Commissioner Alfred seconded the motion. Carried.

CONTRACT APPROVAL

Assistant Director Caillouet presented four contracts discussed at previous Board meetings, but not formally adopted by the Board. Contracts and agreements exceeding \$5,000 require Legal Counsel review and Board approval. The following contracts were presented:

Express Employment Professionals, Covington, LA
Ongoing contract
Disbursement to date: \$10,463

Mark Cohn, Slidell, LA, Northshore Computer Services
Ongoing contract
Disbursement to date: \$2,100

GIS Inc., Birmingham, AL
Ongoing contract
Anticipated disbursement: \$11,000

Verizon Wireless
Ongoing contract
Anticipated annual disbursement: \$14,154.60
Anticipated one-time hardware purchase: \$2,549.83

Director Taylor reported she recently learned that GIS Inc. employs her step daughter. She was not aware of this information at the time the District entered a contract with this company. After reviewing the Louisiana Code of Governmental Ethics, the statutes confirmed that step children are not considered immediate family. Therefore, the District would not be violating the Code by entering into a contract with GIS Inc. Commissioner Gerone stated that the Board noted this information.

Commissioner Gerone moved to approve all four contracts as reported to the Board. Commissioner Alfred seconded the motion. The motion carried.

MOSQUITO CONTROL REPORT

Assistant Director Caillouet reported that *Aedes sticticus* populations are increasing. Aerial operations are underway. There have been no positive West Nile virus mosquito pools to date. The threat of Zika virus remains low.

EXECUTIVE SESSION

Commissioner Alfred moved to enter Executive Session to evaluate the Director's performance at 1:40pm. Commissioner Gerone seconded the motion. The motion carried.

Commissioner Alfred moved to adjourn the Executive Session at 1:48pm. Commissioner Gerone seconded the motion. Carried.

ADJOURN

There being no further business, Commissioner Gerone moved to adjourn the meeting at 1:50pm. Commissioner Alfred seconded the motion. The motion carried.

Respectfully submitted,

Dr. Peter J. Gerone (VT)

Dr. Peter J. Gerone
Secretary/Treasurer