



MOSQUITO ABATEMENT DISTRICT

ST. TAMMANY PARISH

62512 Airport Road, Bldg. 23
Slidell, LA 70460
(985) 643-5050
(985) 649-7325 Fax

BOARD OF COMMISSIONERS

Mr. David Stuart, Chairman
Dr. Peter Gerone, Secretary/Treasurer
Mr. Anthony Alfred, Commissioner
Dr. A.J. Englande, Jr., Commissioner

DIRECTOR

Dr. Kevin A. Caillouet

MINUTES

**Board of Commissioners Meeting
April 18, 2018**

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 12:50pm by Chairman David Stuart, in the District office at 62512 Airport Road, Building 23, Slidell, Louisiana.

Present were Dr. A.J. Englande, Jr., Dr. Peter Gerone, and Mr. David Stuart, Commissioners; Dr. Ron Francis and Dr. Bob Lowrie, Advisors; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director. Commissioner Anthony Alfred and Advisor Dawn Wesson were absent. Wynn Williams of Hancock Whitney was a guest at the meeting.

PUBLIC COMMENT POLICY

Director Caillouet presented the Public Comment Policy for adoption. Pursuant to R.S. 42:11-28 of the Open Meetings Law, the Board of Commissioners must provide a period of public comment during each meeting before each voting issue. Commissioner Englande suggested revising the policy to allow public comment on any matter within the District's authority, whether an agenda item or not.

Commissioner Gerone moved to accept the Public Comment Policy as presented, including the revision by Commissioner Englande. Commissioner Englande seconded the motion. The motion carried.

PUBLIC COMMENT

Hancock Whitney Vice President Wynn Williams addressed the Board concerning the fiscal agent bids. She asked the Board to allow Hancock Whitney the opportunity to continue providing banking services to the District.

MINUTES

The minutes from the March 21, 2018 meeting were presented. The minutes were approved on a motion by Commissioner Englande. Commissioner Gerone seconded the motion. Carried.

TREASURER'S REPORT

The Treasurer's Report and March credit card statement were presented and discussed. Commissioner Gerone moved to accept the Treasurer's Report and credit card reconciliation. Commissioner Englande seconded the motion. Carried.

UPDATE ON NOMINATIONS FOR OPEN COMMISSIONER POSITION

Commissioner Gerone reported that Dr. Traina-Dorge was enthusiastic about the possibility of serving on the Board. He also provided her professional bio for Board review. Commissioner Gerone will arrange a meeting to introduce Dr. Traina-Dorge to Director Caillouet.

Commissioner Gerone moved to authorize Director Caillouet to interview Dr. Traina-Dorge. At the Director's discretion, he may extend a formal offer to her, subject to the approval of the Parish President and Council. Commissioner Englande seconded the motion. Carried.

LWCC DIVIDEND

Director Caillouet reported that the District will receive a dividend check from Louisiana Workers' Compensation Corporation for approximately \$67k.

FINANCIAL SERVICES BID APPROVAL

The Director presented the Financial Evaluation Committee's fiscal agent report. After reviewing and discussing each proposal, First Bank and Trust, the most competitive bidder, was invited to provide a presentation to the panel. The Financial Evaluation Committee recommended engaging the services of First Bank and Trust.

Commissioner Gerone moved to accept the proposal of First Bank and Trust to serve as the fiscal agent for the District. Commissioner Englande seconded the motion. Carried.

HISTORICAL LEAVE CALCULATIONS

Director Caillouet stated that leave accrual discrepancies were noted for some employees, during the initial enhanced audit. Upon further review, there appear to be lingering issues that exist. Management will thoroughly examine the records and present the findings at the May meeting.

OPERATIONAL MOSQUITO MANAGEMENT PLAN

The Director drafted a Comprehensive Integrated Mosquito Management Plan, focusing on evidence-based decision making guidelines. This manual will assist in public understanding of the District's standard operating procedures.

AIRCRAFT INSURANCE POLICY RENEWAL/POTENTIAL POLICY ENHANCEMENTS

Director Caillouet presented the aircraft physical damage and liability renewal policy. The insurance carrier recommended the following policy enhancements:

1. Increased liability limits from \$10m to \$15m for an additional premium of \$935.00.
2. War Risks Hull and Liability Coverage for an additional premium of \$3,650.00.

Commissioner Englande moved to accept the increased liability limits from \$10m-\$15m, and to table the war risks hull and liability coverage. Commissioner Gerone seconded the motion. Carried.

ANNOUNCEMENT OF 2018 MILLAGE RATE ADOPTION FOR MAY 23, 2018

The Director provided Revenue and Expenses Projections for 2017-2023. The Board reviewed the document and proposed setting the millage at 4.2 mils, in keeping with the ten-year renewal proposition set forth and passed by the residents of St. Tammany Parish. Chairman Stuart announced that the St. Tammany Parish Mosquito Abatement District Board of Commissioners will formally adopt its 2018 millage rate at the May 23 public meeting.

ONLINE ETHICS TRAINING

The Board was asked to complete the annual online ethics training course and provide a certification of completion.

RIGHT-HAND DRIVE LARVICIDE VEHICLES

Assistant Director Smotherman provided a history of the right-hand drive larvicide trucks conversion process. Since the fleet of larvicide vehicles will eventually require replacement, he presented two right-hand drive options for consideration. He also reviewed the advantages and disadvantages for each vehicle.

	Jeep Wrangler	F150
Initial Cost	\$34,000.00	\$22,000.00
Extra Cost/Setup	\$1,000.00	\$28,000.00
Total	\$35,000.00	\$50,000.00

After much discussion, the Board recommended first consulting with the District's insurance agent to determine coverage for after market conversions. The item was tabled, pending the findings of the insurance inquiry.

BOARD APPROVALS

Travel

AMCA Washington Day Conference, Washington, DC, May 14-15

Director Caillouet and Entomologist Nick DeLisi would like to participate in the AMCA Washington Day Conference. The annual conference provides an opportunity to address government decisions that affect mosquito control with Members of Congress. The Director asked the Board for approval. Commissioner Gerone moved to authorize travel expenses for Director Caillouet and Entomologist DeLisi. Commissioner Englande seconded the motion. Carried.

Contracts

None

MOSQUITO CONTROL REPORT

Assistant Director Smotherman reported that the Twin Otter aircraft performed three aduenticiding missions, spraying over 40k acres. Cooler evening temperatures hindered aerial and ground aduenticiding. The test cell was completed on the Islander aircraft engine. The aircraft should be fully operational by June 1. Britten-Norman has expressed interest in purchasing the Islander. Currently, not all functions of the BG-counters are working properly.

RESCHEDULING OF THE MAY MEETING FROM MAY 16 TO MAY 23, 2018

The May meeting was rescheduled for May 23, to comply with millage adoption guidelines set forth by the Louisiana Legislative Auditor.

ADJOURN

There being no further business, Commissioner Alfred moved to adjourn the meeting at 2:13pm. Commissioner Gerone seconded the motion. The motion carried.

Respectfully submitted,

Pete Gerone ICAC

Dr. Peter J. Gerone
Secretary/Treasurer