



MOSQUITO ABATEMENT DISTRICT

ST. TAMMANY PARISH

BOARD OF COMMISSIONERS

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David C. Stuart	Chairman
Dr. Peter J. Gerone	Secretary - Treasurer
Anthony Alfred	Commissioner
Dr. Andrew J. Englande Jr.	Commissioner
Dr. Vicki Traina-Dorge	Commissioner

DIRECTOR

Kevin A. Caillouet, Ph.D., M.S.P.H.

MINUTES

Board of Commissioners Meeting August 15, 2018

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 1:00pm by Chairman David Stuart, in the District office at 62512 Airport Road, Building 23, Slidell, Louisiana.

Present were Mr. Anthony Alfred, Dr. A.J. Englande, Jr., Dr. Peter Gerone, Mr. David Stuart, and Dr. Vicki Traina-Dorge, Commissioners; Dr. Ron Francis, Dr. Bob Lowrie, and Dr. Dawn Wesson, Advisors; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director. Guests included Mr. Paul Dimitrios and Mr. Vince Alvero, RCL Architecture and Mr. Kevin Lowrie, Facilities & Inventory Manager.

Before the meeting began, the Board viewed the introductory video of District operations by summer media intern/videographer Paiton Hebert.

PUBLIC COMMENT PERIOD

Chairman Stuart opened the floor for public comment. There was no public present.

MINUTES

The minutes from the July 18, 2018 meeting were presented. The minutes were approved on a motion by Commissioner Traina-Dorge. Commissioner Alfred seconded the motion. Carried.

REVIEW OF TREASURER'S REPORT AND CREDIT CARD PURCHASES

The Treasurer's Report was presented and discussed. Director Caillouet stated that all District accounts with Chase Bank were closed and transferred to First Bank and Trust. Chairman Stuart and Commissioner Gerone reviewed the July credit card purchases before the meeting began. All credit card accounts were examined and found accurate and consistent with District purchasing policies. Commissioner Traina-Dorge will review the credit card purchases before the September meeting.

Commissioner Englande moved to accept the Treasurer's Report and credit card reconciliation. Commissioner Traina-Dorge seconded the motion. Carried.

PRESENTATION OF BUILDING EXPANSION PROJECT BY PAUL DIMITRIOS, RCL ARCHITECTURE

Paul Dimitrios and Vince Alvero reviewed the campus expansion plan. The renovation consists of Phase 1-Mechanic Shop/Parking Garage, Phase 2-Laboratory build-out, and Phase 3-Training Room addition. Two sites were proposed for the location of the mechanic shop/parking garage: Scheme 1 (undeveloped land southeast of facility) and Scheme 2 (partially developed land north of facility). Projected costs for the campus renovation plan total \$3.4M. Discussion followed. (Appendix 1)

Dr. Traina-Dorge moved that the architects perform a site location assessment, provide a site assessment fee proposal, and present a time-line for the entire project. Commissioner Gerone seconded the motion. Carried.

LED LIGHT PROPOSAL

Facilities & Inventory Manager Kevin Lowrie presented estimated costs and savings to replace all interior and exterior lighting with LED lights. Interior and exterior LED replacement lights total \$15,505. However, as an incentive to reduce peak load demand, Cleco is offering a rebate of \$6,485. This would reduce the total cost for lighting replacement to \$9,020 and save the District \$7,500 in annual electrical fees. Over the 15-year LED life expectancy, the District should experience a \$112,498.50 savings.

Commissioner Alfred moved to proceed with the LED proposal. Commissioner Englande seconded the motion. Carried.

PILOT AND CREW SALARY CHANGES

Director Caillouet proposed converting the full time pilots and the aviation mechanic from hourly to salaried employees, and allowing flexible scheduling for normal and flight hours, averaging no less than 35 and no more than 45 hours per week. In addition, he recommended providing pilot flight compensation at the contract pilot rate of \$82/hour, including one hour before and after flights. The objective of this proposal is to maintain a rested flight crew, perform safe nighttime aerial mosquito control operations, and compensate pilots at or above market averages. (Appendix 2)

Commissioner Gerone moved to accept the proposal by Director Caillouet and change the employment status of the full time pilots and aviation mechanic from hourly to salaried, including the proposed pilot flight compensation rate of \$82/hour (including one hour before and after flights), beginning the next payroll period. Commissioner Traina-Dorge seconded the motion. Carried.

OPENING OF JEEP WRANGLER BIDS

Assistant Director Smotherman reported that no bids were received for the right-hand drive Jeep Wrangler. He asked the Board to consider a fleet leasing option through Enterprise Fleet Management. Enterprise would cover all expenses associated with the vehicle purchase, conversion and delivery. The cost to lease nine vehicles over a five-year period is \$398,552, compared to the five-year cost of \$403,920 for the District to convert and maintain the vehicles. After five years, Enterprise would compensate the District at fifteen (15%) percent of the profit from the sale of each leased vehicle.

Commissioner Gerone moved to explore leasing Jeep Wranglers with Enterprise Fleet Management. Commissioner Englande seconded the motion. Carried.

LOUISIANA LEGISLATIVE AUDITOR 2017 REPORT (Appendix 3)

Non-employee/commissioner business expenses

Director Caillouet reported that the Louisiana Legislative Auditor (LLA) recommended the District immediately end the practice of paying travel, conference, and membership expenses of individuals who are neither public employees or public officials. It was further recommended by the LLA that the Board consider recouping travel expenses from the Advisory Board/Legal Counsel who attended a recent continuing education conference.

Legal Counsel Abdalla prescribed that Advisory Board members serve in a valuable capacity, and attending continuing education conferences provides knowledge of current and future mosquito control practices. He is currently reviewing and exploring the legalities of this exception.

Commissioner Alfred and Legal Counsel Abdalla excused themselves from the meeting at 2:30pm.

Executive Session

Chairman Stuart suspended the open session and called for a motion to move into an executive session at 2:40pm. Commissioner Gerone so moved. Commissioner Englande seconded the motion. Carried. Advisors Lowrie and Wesson were excused from the executive session.

Chairman Stuart closed the executive session at 3:00pm and called for a motion to reconvene the regular open session. Commissioner Englande so moved. Commissioner Traina-Dorge seconded the motion. Carried.

Non-employee/commissioner business expenses continued

Assistant Director Smotherman presented the Board's decision to comply with the Legislative Auditor's recommendation and immediately cease Advisory Board/Legal Counsel member payments for all business-related expenses including conferences, travel, memberships, subscriptions, etc. The Board further resolved that they will not seek reimbursement from the Advisory Board/Legal Counsel for past payments.

Fund balance projections

The Legislative Auditor advised:

- (1) Management re-analyze the projected and actual changes in the unassigned fund balance and annually provide its analysis to the Board.
- (2) The Board annually review and adopt the most recent budget projection and determine if current millage adjustments are warranted.

Credit cards and fuel consumption variance system

The Legislative Auditor advised:

- (1) Board members review and approve, in writing, all monthly credit card purchases made by the Director. The Director acknowledged that the District has already complied with this practice, and that a Board member reviews *all* credit card purchases each month before the start of each Board meeting.
- (2) Comply with existing policies for formal travel approval and completion of travel expense forms. The Director stated that the travel policy was updated and all 2018 travel will be reviewed for compliance.
- (3) Establish a reasonable MPG variance threshold for each vehicle, research all variances in excess of the threshold, and document the resolution for variances. The Director reported that Facilities & Inventory Control Manager Kevin Lowrie reviews monthly fuel consumption reports. Mr. Lowrie has been assigned the task of establishing a system of variance controls.

Director's time cards and leave approval

The Legislative Auditor advised:

- (1) Daily work hour time/attendance documentation for the Director, approval of the Directors's time/attendance for each pay period by a Board member, approval in writing of the Director's leave by a Board member, as applicable. The Director agreed it is in the best interest of the public to document his hours electronically and obtain monthly Board approval for his time/attendance and leave. The Board concurred.
- (2) Complete the process of converting employee leave from a manual to a computerized system. The Director reported that this process was initiated in May 2017.
- (3) Monitoring of the computerized accounting system, by the Director and staff, to test the completeness of data conversion and accuracy of reporting.

DRUG TESTING POLICY

The Director presented the existing drug testing policy and reviewed the changes concerning work-related injury drug testing recently adopted by the Board. To provide policy clarity, the Director offered a revised drug testing policy for consideration. The Board tabled the item until the September meeting. (Appendix 4)

NON-BUDGETED ITEM POLICY

Director Caillouet requested clarity on non-budgeted items or services purchases. Since the Louisiana Public Bid Law requires that all "goods" costing more than \$30K follow the public bid process, he proposed that when expenses are expected to fall below revenue for the year, only unbudgeted items or professional services that exceed \$30K require Board approval. (Appendix 5)

Commissioner Gerone moved that only unbudgeted items or professional services that exceed \$30K require Board approval, and only when annual expenses remain below revenue. Commissioner Traina-Dorge seconded the motion. Carried.

PUSH STPMAD LOGO DESIGN

The Director presented the reworked logo design, which is nearing completion.

BOARD APPROVALS

Travel

None

Contracts - Twin Otter CAMP

Director Caillouet offered a CAMP maintenance tracking service contract for the Twin Otter for \$5,300. The software will help monitor the Twin Otter's maintenance and engine health, including FAA requirements. (Appendix 6)

Commissioner Englande moved to accept the CAMP maintenance tracking system, at a cost of \$5,300. Commissioner Gerone seconded the motion. Carried.

MOSQUITO CONTROL REPORT

Assistant Director Smotherman reported that this season ground larviciding operations have treated 3,200 acres and ground ULV adulticiding trucks have sprayed 770,684 acres. The Louisiana Department of Health and Human Services has reported five human cases of West Nile virus in St. Tammany Parish for 2018.

ADJOURN

There being no further business, Commissioner Englande moved to adjourn the meeting at 3:20pm. Commissioner Traina-Dorge seconded the motion. Carried.

Respectfully submitted,



Peter J. Gerone
Secretary/Treasurer

Appendices:

1. Building Expansion Project - RCL Architectural
2. Pilot and Crew Salary Changes
3. Louisiana Legislative Auditor 2017 Report
4. Drug Testing Policy
5. Non-Budgeted Item Policy
6. Twin Otter CAMP