



MOSQUITO ABATEMENT DISTRICT

ST. TAMMANY PARISH

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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
February 21, 2018**

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 12:51pm by Acting 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, and Mr. David Stuart, Commissioners; Dr. Bob Lowrie and Dr. Dawn Wesson, Advisors; Mr. Jake Abdalla, Legal Counsel; Mrs. Viki Taylor, Director; Dr. Kevin Caillouet, Assistant Director; and Mr. Calvin Smotherman, Field Operations Supervisor. Dr. Ron Francis was absent.

MINUTES

The minutes from the January 24, 2018 meeting were presented. The minutes were approved on a motion by Commissioner Alfred. Commissioner Englande seconded the motion. Carried.

TREASURER'S REPORT

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

APPOINTMENT OF DAVID STUART AS CHAIRMAN

Commissioner Gerone nominated David Stuart to serve as Chairman of the Board of Commissioners, effective March 1, 2018. Commissioner Englande seconded the motion. Carried.

UPDATE ON NOMINATIONS FOR OPEN COMMISSIONER POSITION

Assistant Director Caillouet contacted candidate Jan Mistich to learn if she would be interested in serving on the Board of Commissioners; however, she declined the offer. He then contacted Dr. Elizabeth de'Ette Smythe and she expressed interest in pursuing a seat on the Board. A copy of her resume was distributed to the Board for review.

Commissioner Gerone moved that the Director write a letter of recommendation to the Parish President and Council requesting they appoint Dr. Smythe to replace Dr. Eugene Garcia on the Board of Commissioners. Commissioner Alfred seconded the motion. Carried.

FINANCIAL SERVICES REQUEST FOR PROPOSAL (RFP)

Assistant Director Caillouet reported that public entities must request public bid proposals from all parish banks every 1-3 years, to comply with the Louisiana Public Banking Law. A request for proposals will be published in the official journal and issued to St. Tammany Parish banks. Bids will be opened at the March meeting.

CERTIFICATION OF SIGNATORY AUTHORITY

Acting Chairman Stuart presented the Certification of Authority and Resolution authorizing the Board of Commissioners, Director and Assistant Director full trading authority. Both documents were executed to empower each agent to act on behalf of the agency.

VEHICLE AUCTION

Supervisor of Field Operations Calvin Smotherman requested Board approval to accept bids for the following six vehicles. Four of the vehicles have high mileage and two are surplus vehicles. Bids will be opened at the March meeting.

Year/Make/Model	Condition	Odometer	Minimum Bid
2006 Jeep Liberty	Good	119,039	\$3,000.00
2005 Ford Taurus	Good	62,436	\$2,200.00
2008 Ford F150	Fair	230,550	\$2,700.00
2007 Ford F150	Fair	233,946	\$900.00
2006 Ford F150	Fair	197,345	\$2,500.00
2006 Ford F150	Fair	215,300	\$2,400.00

Commissioner Alfred moved to accept bids, as presented, for each vehicle. Commissioner Englande seconded the motion. Carried.

REVIEW OF THE DISTRICT'S INVESTMENT POLICY

Assistant Director Caillouet reported that the LA Legislative Auditor recommended the Board annually review the District's Investment Policy, focusing primarily on risk mitigation and liquidity. The Board will present any revisions to the policy or recommendations for managing investments at the March meeting.

BOARD APPROVALS

AMCA Annual Meeting-Kansas City, MO, February 26-March 2

The Assistant Director mentioned that the Board and Director's travel expenses for the AMCA Annual Meeting were preapproved at the November 2017 Board meeting.

LMCA Spring Workshop-West Monroe, LA, March 27-28

Assistant Director Caillouet stated that due to format and topic changes, the District will forego sending employees to the workshop this year.

LMCA Fly-In

In memory of the District's lost pilots, Wayne Fisher and Don Pechon, the LMCA will hold an April 11 Fly-In, in Lake Charles. Adapco has provided generous funding to make this event possible.

PERSONNEL UPDATES

Executive Session

Acting Chairman Stuart entertained a motion to move into executive session to discuss (a) employee performance review and (b) investigative procedures - allegation of employee misconduct. Commissioner Gerone so moved. Commissioner Alfred seconded the motion. The motion carried. The Executive Session was called to order at 1:17pm.

Acting Chairman Stuart closed the Executive Session at 1:37pm, on a motion by Commissioner Gerone. Commissioner Alfred seconded the motion. Carried.

ADMINISTRATIVE POLICY HANDBOOK DRAFT

The Employee Manual was divided into two documents: the Personnel Policy Manual and the Administrative Policy Handbook. The Assistant Director asked the Board to review the Administrative Policy Handbook draft for discussion at the March meeting.

RESOLUTION TO RECOGNIZE THE SERVICE OF VICTORIA G. TAYLOR

Acting Chairman Stuart read the resolution recognizing Director Taylor. The Board executed the resolution and thanked the Director for her many years of service.

MOSQUITO CONTROL REPORT

Field Operations Supervisor Calvin Smotherman reported that cold temperatures prevented mosquito activity in January. Arbovirus surveillance will begin the first week of March. Sixty ovitrap sites were selected throughout the parish, to monitor possible migration of *Aedes aegypti*. In March, larviciders will begin treating septic ditches, for the control of *Culex p. quinquefasciatus*. This season, the District will primarily utilize no light CDC traps, and discontinue the use of New Jersey light traps and gravid traps.

ADJOURN

There being no further business, Commissioner Gerone moved to adjourn the meeting at 1:40pm. Commissioner Alfred seconded the motion. The motion carried.

Respectfully submitted,



Dr. Peter J. Gerone
Secretary/Treasurer