



# MOSQUITO ABATEMENT DISTRICT

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## ST. TAMMANY PARISH

## 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

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**DIRECTOR**  
Victoria G. Taylor

## MINUTES

### Board of Commissioners Meeting July 19, 2017

#### OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 12:55pm by Chairman Eugene Garcia, July 19, 2017, in the District office at 62512 Airport Road, Building 23, Slidell, Louisiana.

Present were Mr. Anthony Alfred, Dr. A.J. Englande, Jr., Dr. Eugene Garcia, Dr. Peter Gerone, and Mr. David Stuart, Commissioners; Dr. Dawn Wesson, Advisor; Mr. Jake Abdalla, Legal Counsel; Mrs. Viki Taylor, Director; and Dr. Kevin Caillouet, Assistant Director. Advisory Board Dr. Ron Francis and Dr. Bob Lowrie were absent. Mr. Ben Smith, Supervisor of Aerial Operations; Mrs. Dee Sollberger, Administrative Financial Secretary; Mr. Nick DeLisi, Entomologist; and Mr. Keith Rovira, CPA/Auditor were guests at the meeting.

#### MINUTES

The minutes from the June 21 meeting were presented. The minutes were approved on a motion by Commissioner Alfred. Commissioner Stuart seconded the motion. Carried.

#### TREASURER'S REPORT

The Treasurer's Report was presented and discussed.

Chairman Garcia read the Resolution for Raymond James. Commissioner Gerone moved to accept the Resolution requiring two authorized individuals for all transactions. The motion unanimously carried. The Resolution and Certification of Authority documents were executed.

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

#### AUDIT EXIT CONFERENCE - KEITH ROVIRA

Auditor Keith Rovira provided an oral and written financial analysis for the year ending December 31, 2016. He reviewed the basic financial statements, assets and liabilities, required supplemental information, and internal controls and compliance. The financial records were found well documented and in order.

### **LEGISLATIVE AUDITOR - FINAL SUGGESTIONS**

Director Taylor presented the Final Procedural Report from the Louisiana Legislative Auditor. She reviewed the Legislative Auditor's current year exceptions and management's response. The Board of Commissioners addressed each exception at the June meeting as follows: ten-year fund balance projection adopted, continue existing credit card controls, fleet fuel vendor resolution/internal controls to validate usage, salaried employee payroll and personnel requirements, accounting system upgrades, and legal review of the cooperative endeavor agreement.

### **INTRODUCTION OF NICK DELISI**

The Director introduced entomologist Nick DeLisi. Mr. DeLisi earned an MS in Entomology from LSU. His thesis research centered around larvicide susceptibility and resistance mechanisms.

### **AERIAL UPDATE**

Twin Otter Tank Tests - Supervisor of Aerial Operations Ben Smith reported that the Twin Otter Spray Tank passed the nondestructive tank testing forward, sideward, upward and downward. However, additional 2.0 aft testing was required by the FAA, so IKHANA covered the cost. Mr. Smith asked the Board to reimburse IKHANA \$8,635.00 for the additional tank test. Commissioner Alfred so moved. Commissioner Gerone seconded the motion. The motion carried.

Mr. Smith is reviewing the original bid specifications and the IKHANA contract pertaining to engineering material and labor for the design, build, and installation of the struts from wing to boom. The hard point sufficiency may require a stronger boom attachment, costing up to \$40K. After much discussion, Commissioner Gerone moved that Chief Pilot Ben Smith finalize the aircraft production and negotiate the price not to exceed \$40K. Commissioner Alfred seconded the motion. Carried.

Life Insurance for Pilots - Two proposals for pilot life insurance were received.

Lowry-Dunham, Case & Vivien

Accidental Death & Dismemberment  
\$500,000 coverage (under 70)  
\$990.00/year

Arthur J. Gallagher & Co.

Term Life Insurance (10 or 15 years)  
\$750,000 coverage  
\$4,587/year (Smith) \$22,637/year (Porter)

Commissioner Gerone moved to accept the Accidental Death & Dismemberment policy from Lowry-Dunham, Case & Vivien. Commissioner Englande seconded the motion. Carried.

Hiring Full Time Pilot - Chief Pilot Smith stated that with the acquisition of the Twin Otter, there will be a pilot shortage. He proposed hiring Brandon Campbell to fill the pilot vacancy. Mr. Campbell has been employed as a contract copilot since 2013. He is certified in single and multi engine aircraft, jet aircraft, and helicopters. Commissioner Alfred moved to hire Brandon Campbell for the pilot position. Commissioner Gerone seconded the motion. Carried.

**IT UPDATE**

Paychex Contract Approval - Assistant Director Caillouet proposed entering a contract with Paychex to streamline the employee time management, paid time off, and human resources. The annual cost would be \$13K. Commissioner Englande moved to accept Paychex to provide employee time management and payroll software services, at a cost of \$13K annually. Commissioner Stuart seconded the motion. Carried.

Accounting System - The Assistant Director reported that vendor web demonstrations for accounting systems will begin next week.

**PAUL ROY RETIREMENT**

Director Taylor reported that Inspector/Encephalitis Surveillance Specialist Paul Roy will be retiring on July 21 after more than 36 years of employment. Commissioner Alfred moved to present a resolution of appreciation acknowledging Mr. Roy's outstanding service to St. Tammany Parish and the District. Commissioner Englande seconded the motion. Carried.

**SCOURGE UPDATE**

Legal Counsel Abdalla and Director Taylor received correspondence from Jason Trumbetta regarding general liability and chemical property coverage for the Scourge acquisition. The warehouse requires that Adapco insure all goods stored at the warehouse facility, including warehoused customer-owned inventory. Adapco also agrees to warehouse, pay warehousing expenses, coordinate shipping, and maintain insurance on the stored product for the District. Mr. Abdalla mentioned that Adapco will provide an endorsement to verify the chemical and facility have adequate coverage. The District could acquire subsequent coverage, if deemed necessary.

**MOSQUITO CONTROL REPORT**

Assistant Director Caillouet reported that 14 mosquito pools have returned positive for West Nile virus. The threat of Zika virus remains low, with only one travel related case in Louisiana. Aerial and ground adulticiding operations significantly reduced woodland species.

**ADJOURN**

There being no further business, Commissioner Englande moved to adjourn the meeting at 3:00pm. Commissioner Stuart seconded the motion. The motion carried.

Respectfully submitted,

Dr. Peter J. Gerone  
Secretary/Treasurer