



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
March 21, 2018**

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 12:58pm 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, and Mr. David Stuart, Commissioners; Dr. Bob Lowrie, Advisor; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director. Dr. Ron Francis and Dr. Dawn Wesson, Advisors, were absent.

MINUTES

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

TREASURER'S REPORT

The Treasurer's Report was presented and discussed. The Board also reviewed the credit card expenditures for February. Commissioner Gerone moved to accept the Treasurer's Report and credit card reconciliation. Commissioner Alfred seconded the motion. Carried.

NOMINATIONS FOR OPEN COMMISSIONER POSITION

Director Caillouet opened the floor for commissioner nominations. Commissioner Gerone recommended Dr. Vicki Traina-Dorge, Molecular Virologist, Tulane National Primate Research Center. The Board concurred. Commissioner Gerone will contact Dr. Traina-Dorge about serving on the Board.

COMPLIANCE QUESTIONNAIRE RESOLUTION

Chairman Stuart read the resolution and set forth the document for consideration. Commissioner Alfred moved to adopt the Compliance Questionnaire as presented. Commissioner Gerone seconded the motion. Carried.

FINANCIAL SERVICES BID OPENING

A Financial Services Request for Proposal (RFP) for Fiscal Agent services was issued to all parish banks. Eight sealed bids were received from the following financial institutions.

- First Bank and Trust
- Hancock Whitney
- Iberia Bank
- JP Morgan Chase Bank
- Florida Parishes Bank
- Home Bank
- Investar Bank
- Metairie Bank

Due to the weighted criteria outlined in the RFP, and the complexity of the bids, Chairman Stuart appointed a special evaluation committee to review each banking contract. Commissioner Alfred, Legal Counsel Abdalla, and Director Caillouet were asked to serve on this committee. The panel will present its findings at the April meeting.

VEHICLE AUCTION BID OPENING

Four sealed bids were received as follows.

Vehicle	Bid Price	Purchaser
2006 Jeep Liberty	\$2,277.00	James Durham/Lynn Enterprises*
2008 Ford F-150	\$1,777.00	James Durham/Lynn Enterprises*
2006 Ford F-150	\$1,677.00	James Durham/Lynn Enterprises*
2006 Ford F-150	\$1,677.00	James Durham/Lynn Enterprises*
2007 Ford F-150	\$1,177.00	James Durham/Lynn Enterprises*
	\$1,001.00	Joey Micello
2005 Ford Taurus	\$1,077.00	James Durham/Lynn Enterprises
	\$2,800.00	Martin Ryan*
	\$2,550.11	Bridget Warren

* Indicates bid award

Commissioner Alfred moved to accept the highest bid for each vehicle. Commissioner Gerone seconded the motion. Carried.

REVIEW OF THE DISTRICT'S INVESTMENT POLICY

The Board reviewed the Investment Policy which incorporates objectives, responsibilities, and state guidelines. The primary objective of the District is to ensure that current and future obligations are funded in a cost-effective manner, focusing mainly on risk mitigation and liquidity.

Commissioner Alfred moved to accept the Investment Policy and implement accordingly. Commissioner Gerone seconded the motion. Carried.

ADMINISTRATIVE POLICY HANDBOOK DRAFT

Following Board review of the Administrative Policy Handbook draft, the Director presented the draft for adoption. Commissioner Gerone moved to accept the Administrative Policy Handbook draft. Commissioner Alfred seconded the motion. Carried.

Director Caillouet plans to develop a standard operational procedure manual. This collaborative effort will document detailed instructions for accomplishing essential functions and responsibilities of each department.

PILOT'S ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE POLICY

The Director presented two options for pilot life insurance: (1) accidental death only or (2) accidental death & dismemberment. Both options are available for the principal sum benefits of either \$250K or \$500K. Discussion followed.

Commissioner Gerone moved to purchase \$250K high limit accidental death and dismemberment insurance for pilots Ben Smith and Brandon Campbell. Commissioner Alfred seconded the motion. Carried.

BOARD APPROVALS

Travel

LMCA Pechon-Fisher Fly-in, Lake Charles, LA, April 11

Director Kevin Caillouet, Assistant Director Calvin Smotherman, Aerial Operations Supervisor Ben Smith, Pilot Brandon Campbell and Airplane Mechanic Paul Spadoni will attend the LMCA Fly-in. The event will commemorate Don Pechon and Wayne Fisher, the District's pilots who lost their lives in the line of duty.

New Orleans Mosquito Control Academy, New Orleans, LA, April 10-12

Three new field biologists will attend the New Orleans Mosquito Control Academy. The three-day workshop will offer comprehensive instruction in all areas of mosquito biology and control, with emphasis on field training and mosquito identification.

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

Director Caillouet reported that the annual AMCA Washington Conference affords an opportunity for AMCA members to meet with U.S. Senators and Representatives to discuss the impact of federal government decisions that affect mosquito control and public health pesticides. Director Caillouet and Entomologist Nick DeLisi plan to attend, along with any interested Board members.

Contracts

Website Development

The Director recommended renovating the District's website. After reviewing five proposals and two presentations from the lowest bidders, he proposed awarding the contract to Push Hosting of Covington. The design fee, monthly maintenance fee, and three-year costs total \$8,158.20.

AeroMaritime

AeroMartime provided a scope of work for Islander aircraft engine repairs. Labor, engine tests, and parts total \$101,183.48.

Aerial Copilot Contract

The 2018 Aerial Copilot Contract was presented to the Board for approval.

Commissioner Gerone moved to authorize travel to the AMCA Washington Day Conference for Director Caillouet and Entomologist DeLisi. He further moved to award the website development contract to Push Hosting, to accept AeroMaritime's Islander engine repair contract, and to approve the Aerial Copilot Contract. Commissioner Englande seconded the motion. Carried.

PERSONNEL UPDATES

Allegation of Employee Misconduct

The Director reported that investigative procedures are ongoing. To date, no further evidence has been found to support this allegation.

Taxonomist Position

Director Caillouet stated that placing greater emphasis on quality control and operational research has created a full time employment opportunity. He recommended promoting Mosquito Taxonomist Lisa Rowley from part-time to full-time and broaden her range of duties. Commissioner Alfred so moved. Commissioner Gerone seconded the motion. Carried.

RESOLUTION TO RECOGNIZE THE SERVICE OF MICHAEL BRODY

Director Caillouet read the resolution recognizing Field Biologist Michael Brody. Commissioner Gerone moved to accept the resolution as presented. Commissioner Englande seconded the motion. Carried. The resolution was executed and will be presented to Mr. Brody when he retires on April 3.

MOSQUITO CONTROL REPORT

Field Operations Supervisor Calvin Smotherman reported that *Culex salinarius* and *Aedes vexans* were the predominate species collected in CO₂-baited no light CDC traps for February. The District began using BG-Counter mosquito stations to monitor mosquito populations and wirelessly transmit real time results. This data will provide insight into peak mosquito activity patterns, and streamline ground and aerial adulticide operations for optimum control. Ground larviciding and adulticiding operations are underway.

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,

Dr. Peter Gerone
CAC

Dr. Peter J. Gerone
Secretary/Treasurer