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MOSQUITO ABATEMENT DISTRICT

ST. TAMMANY PARISH

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
Public Meeting
May 23, 2018**

OPEN

The public 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 Mr. Anthony Alfred, Dr. A.J. Englande, Jr., Dr. Peter Gerone, and Mr. David Stuart, 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.

PUBLIC COMMENT POLICY

One member of the public was present. Chairman Stuart invited public comment; the public chose not to comment.

MINUTES

The minutes from the April 18, 2018 meeting were presented. The minutes were approved on a motion by Commissioner Englande. Commissioner Alfred seconded the motion. Carried.

TREASURER'S REPORT

The April credit card statements were presented for review. Chairman Stuart suggested that commissioners begin a monthly rotation, before the start of each meeting, to review the District's credit card purchases. The Board concurred. The April credit card purchases will be reviewed by Commissioner Englande, at the close of the meeting.

Director Caillouet presented and reviewed the Treasurer's Report. Commissioner Gerone moved to accept the Treasurer's Report and the credit card reconciliation, contingent upon review. Commissioner Englande seconded the motion. Carried.

2018 FIVE-YEAR FINANCIAL PROJECTION

Director Caillouet furnished and reviewed the 2018 five-year revenue and expenses projections report. Projection assumptions annualized a 2.2% growth in ad valorem taxes and a 6.0% annualized growth in expenses. The Director proposed that the Board maintain the current 4.05 mil property tax assessment for 2018. The Board concurred. (Appendix 1)

Commissioner Gerone moved to accept the Revenue and Expense Projections report. Commissioner Alfred seconded the motion. Carried.

PUBLIC COMMENT PERIOD - ADOPTION OF 2018 MILLAGE

Chairman Stuart opened the floor for public comment. The public chose not to comment.

RESOLUTION TO ADOPT MILLAGE FOR 2018 TAX ROLLS

Chairman Stuart presented the resolution to adopt the 2018 millage, maintained at 4.05 mils, to be levied on all property subject to taxation. The motion to adopt the 2018 millage rate of 4.05 mils unanimously passed with Commissioners Alfred, Englande, Gerone and Stuart voting in favor. (Appendix 2)

YEAS: 4 NAYS: 0 ABSTAINED: 0 ABSENT: 0 VACANT SEAT: 1

ASSIGNED FUNDS PLAN

The Director distributed and reviewed the Committed & Assigned Funds Plan (2018-2020). The assigned funds proposal included a full time GIS analyst, BG Counter mosquito traps, building improvements/campus expansion, a larval habitat mapping pilot study, larvicide fleet replacement, larvicide/adulticide helicopter, and LIDAR imaging. Discussion followed. (Appendix 3)

Commissioner Alfred moved to table this item until the June meeting. Commissioner Gerone seconded the motion. Carried.

FIRST BANK AND TRUST ACCOUNT ACCESS

The Director provided a document establishing individuals designated to access the First Bank and Trust financial accounts. Commissioner Alfred moved to accept the First Bank and Trust Account Access document authorizing the Chairman, Secretary-Treasurer, Director and Assistant Director as responsible and privileged signers on the District's financial accounts, and the Financial Administrator, Financial Administrative Assistant, and Office Manager as non-signers. Commissioner Stuart seconded the motion. Carried. Chairman Stuart, Secretary/Treasurer Gerone, Director Caillouet, and Assistant Director Smotherman executed the First Bank and Trust signature cards. (Appendix 4)

CLARIFICATION OF ANNUAL AND SICK LEAVE POLICIES

Director Caillouet reported that auditor Keith Rovira asked for Board clarification concerning 2017 sick leave calculations. In addition, past annual leave discrepancies require resolution. Issues were as follows: (1) improper crediting of sick leave for employees hired in or after 2013; (2) unwarranted proration of sick leave (1/1/17-4/30/17) for employees hired before 2013, (3) erroneous transfer of 40 hours from extended sick leave to regular sick leave for all employees, (4) calendar year and anniversary date accruals, and (5) miscalculated annual leave accrual rates. (Appendix 5)

The Board of Commissioners acknowledged the errors made in the crediting of 2017 sick leave and historical annual leave discrepancies. The Board resolved to correct sick and annual leave in the following manner:

- Credit 40 additional hours sick leave to employees who were hired in or after 2013. Delete the hours prorated for employees hired in or after 2013 from their date of hire to January 1, 2017.
- Remove prorated 13.08 hours (1/1/17-4/30/17) from sick leave balances for employees hired before 2013.
- Remove 40 hours from regular sick leave that was erroneously transferred from extended sick leave for all employees.
- Employees who may have a resulting negative balance for sick leave will be reset to zero hours of accrued sick leave, as of the payroll period beginning May 27, 2018.
- Effective May 27, 2018, annual leave calculations will be based on the number of years of employment and calculated based on the anniversary of the employee's start date. In addition, regular sick leave accrual will begin at employment and credited biweekly. Extended sick leave (10 days) will be credited annually to permanent full time and permanent part-time employees on the employee's anniversary date. Extended sick leave is not eligible for accrual and cannot be carried over from one year to the next.
- Changes in annual leave accrual rates will take place at the beginning of the 5th year of employment (5th anniversary of hire date) and at the beginning of every year thereafter until the 20th year. (See attached table.)

Years of Employment	Days/Year	Hours	Hours Accrued/Hours Worked
0-4	10 days/year	80	.03846125
5	11 days/year	88	.0423078
6	12 days/year	96	.0461538
7	13 days/year	104	.05
8	14 days/year	112	.0538462
9	15 days/year	120	.0576923
10	16 days/year	128	.0615385
11	17 days/year	136	.0653846
12	18 days/year	144	.069231
13	19 days/year	152	.0730769
14	20 days/year	160	.0769231
15	21 days/year	168	.0807692
16	22 days/year	176	.0846154
17	23 days/year	184	.0884615
18	24 days/year	192	.0923077
19 +	25 days/year	200	.096153

- Employees whose annual leave accrual rates are found in error will not be penalized by reducing the erroneously credited hours from their annual leave balance, in favor of the employee. Any employee who did not receive adequate annual leave will be credited the owed annual leave. All employees will begin accruing annual leave at the accrual rate based on “years of employment”, effective May 27, 2018. Changes in accrual rates will take place at the beginning of the 5th year of employment (5th anniversary of hire date), and at the beginning of every year thereafter until the 20th year.
- All sick and annual leave is accrued for regular work hours (i.e., does not include overtime or compensatory time hours). These regular work hours are inclusive of holiday, civil, bereavement, Act of God, annual and sick leave; but not administrative (unpaid) leave. All leave (sick and annual) is credited biweekly, and available for use at the time credited (with immediate supervisor or director approval).

Commissioner Gerone resolved to approve the methods of correction as presented. Commissioner Englande seconded the motion. Carried.

AIRCRAFT INSURANCE POLICY ENHANCEMENT-WAR RISKS HULL & LIABILITY

Chairman Stuart and Legal Counsel Abdalla discussed the aircraft war risks hull and liability policy enhancement. Both parties agreed that including this coverage for the nominal cost of \$3,560 would be prudent.

Commissioner Englande moved to accept the additional war risks hull and liability coverage for an additional premium of \$3,650. Commissioner Alfred seconded the motion. Carried.

FUEL DISCREPANCY UPDATE

Assistant Director Smotherman reported that after further investigative procedures, the employee allegedly defrauding fuel has been exonerated. It has been determined that there is likely a malfunction in the vehicle.

RIGHT HAND DRIVE VEHICLES UPDATE

Assistant Director Smotherman reported that the automobile insurance covers after market conversions. He further stated that several larvicide trucks recently had airbag recalls. Due to the after market conversion to right-hand drive, the dealership mechanics replacing the airbags questioned if an airbag deployment could injure the drivers. As a result, all larvicide truck airbags have been disabled. Moreover, five of the nine larvicide trucks were involved in minor accidents over the past five years. Lastly, the mileage on five of the nine larvicide trucks exceeds 150K, and the current model has been discontinued. The Assistant Director proposed publishing a bid request for the purchase of one right-hand drive Jeep Wrangler, to learn if it would be a suitable replacement.

Commissioner Gerone moved to accept bids for one right-hand drive Jeep Wrangler, as a test vehicle. Commissioner Alfred seconded the motion. Carried.

PUBLIC RECORDS REQUEST

Director Caillouet reported that WVUE/Fox 8 Investigative Producer Tom Wright contacted him to provide District records pertaining to finances, credit card statements, contracts, aircraft, and staff. Mr. Wright has been informed that all records are available for review.

SEWAGE LAWSUIT

The Director reported that a Mandeville resident filed a lawsuit against St. Tammany Parish alleging that rerouted underground culverts resulted in significant septic overflow onto her property. The resident requested that the field biologist, who performed a service request inspection at her home, testify at the court hearing.

2017 FISCAL AUDIT

Director Caillouet reported that auditor Keith Rovira will provide the audit exit interview at the June meeting. Since Mr. Rovira's contract has now expired, and in keeping with the legislative auditor's best practices guidelines, the Director suggested that accepting auditing service bids would be judicious.

LOUISIANA LEGISLATIVE AUDITOR 2017 REVIEW

Louisiana Legislative Auditor Barry Kelly conducted the enhanced audit for 2017, following Keith Rovira's audit. The fund balance surplus was revisited; however, the Director noted that several parish council members support retaining a fund surplus, in case of an infectious disease outbreak. Some travel discrepancies were noted and have been addressed. The LLA's report of procedures, results, and recommendations is forthcoming.

BOARD APPROVALS

AMCA Washington Day Conference, May 14-16, 2018

Post travel approval for the Director's participation at the AMCA Washington Day Conference was presented to and approved by the Chairman.

PUSH Marketing - Logo Redesign

The Director proposed that website designer PUSH Marketing redesign the District's logo, at a cost of \$750.

Aerial Spraying Cooperative Endeavor Agreement-Tangipahoa Parish

Tangipahoa Parish MAD contacted Director Caillouet to contract aerial adulticide operations. Legal Counsel Abdalla reviewed the contract. Costs to operate the Twin Otter, plus pilot and loader wages were taken into consideration. Tangipahoa MAD will supply the adulticiding chemical.

Commissioner Alfred moved to accept the logo redesign contract with PUSH Marketing and the Aerial Spraying Cooperative Endeavor Agreement with Tangipahoa Parish. Commissioner Gerone seconded the motion. Carried.

PERSONNEL UPDATES

Chairman Stuart suspended the regular session of the meeting at 2:18pm, and the Board moved into an executive session to discuss a personnel matter.

The Chairman closed the executive session at 2:25pm and resumed the regular session.

MOSQUITO CONTROL REPORT

Assistant Director Smotherman stated that aerial and ground adulticiding operations are underway. Aerial adulticide operations were performed throughout the parish, utilizing the Twin Otter aircraft. Ground ULV adulticide trucks treated more than 139,636 acres and larviciding of septic ditches throughout the parish remains a top priority.

Director Caillouet reported that larviciders are now utilizing a three-question single sheet google drive form, which transcribes all 91 larviciding zones with a scripted calculation for retreatment. A decision support system now determines frequency of application.

More than 1,000 mosquito pools were submitted for encephalitis testing and all returned negative. West Baton Rouge Parish reported the first positive mosquito pool this season.

On behalf of the Board, the Director extended a letter of recommendation to the Parish President and Council to appoint Dr. Vicki Traina-Dorge to fill the vacancy left by Dr. Garcia. The Parish Counsel will vote on the appointment at its upcoming meeting.

Advisor Lowrie asked for clarification regarding the decision to discontinue the use of gravid traps.

ADJOURN

There being no further business, Commissioner Alfred moved to adjourn the meeting at 2:35pm. Commissioner Gerone seconded the motion. The motion carried.

Respectfully submitted,

Peter Gerone ICAC

Dr. Peter J. Gerone
Secretary/Treasurer

Appendices:

1. Revenue and Expense Projections (2018-2023)
2. 2018 Millage Resolution and Affidavit
3. Committed & Assigned Funds Plan (2018-2020)
4. First Bank and Trust Account Access
5. Sick Leave/Annual Leave



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RESOLUTION

BE IT RESOLVED, that the following millage is hereby levied on the 2018 tax roll on all property subject to taxation by the:

Mosquito Abatement District

MILLAGE

Description	Tracking	Mills
Acq. & Maintenance (MO)	1069014	4.050

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of St. Tammany, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2018, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: 4 NAYS: 0 ABSTAINED: 0 ABSENT: 0

Mr. Anthony Alfred	X
Dr. A. J. Englande Jr.	X
Dr. Peter Gerone	X
Mr. David Stuart	X

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the board meeting held on May 23, 2018, at which meeting a quorum was present and voting. Slidell, Louisiana, this the 23rd day of May, 2018.



David Stuart, Chair, St. Tammany Parish Mosquito Abatement District

AFFIDAVIT

STATE OF LOUISIANA
PARISH OF ST. TAMMANY

BEFORE ME, the undersigned notary public, duly commissioned and qualified within and for the aforesaid parish and state, personally came and appeared:

Dr. Kevin A. Caillouet

who, after first being duly sworn, did depose and say that:

He is the duly authorized Director of the St. Tammany Parish Mosquito Abatement District

A public meeting was held in accordance with the Open Meetings Law at R.S. 42:11, et seq., including allowing a public comment period before taking a vote, R.S. 42:14(D), to adopt the millage rate(s) for the 2018 tax year. Public written notice of the agenda, date, time and place of the meeting (x) was posted on the building where the meetings of this taxing authority are usually held no less than 24 hours before the meeting, excluding Saturdays, Sundays and legal holidays and/or () was published in the official journal no less than 24 hours before the meeting, excluding Saturdays, Sundays and legal holidays.

If applicable and as required by R.S. 42:19.1 a notice giving date, time, place and subject matter of public meeting to adopt the annual millage rate(s) of this district was published in the official journal and announced during the course of a regularly scheduled meeting no more than 60 days nor less than 30 days before such meeting. In addition and as required by R.S. 42:19.1 notice of such meeting was sent to each voting member of the governing authority and to each state senator and representative in whose district this political subdivision is located.

A quorum or simple majority of the total membership of the taxing authority was physically present and voting at the public meeting, which was held on the 23rd day of May, 2018, at 1:00pm at 62512 Airport Road, Building 23, Slidell, Louisiana 70460. The meeting was conducted in accord with the prior noticed agenda. Matters not included on the agenda were not discussed without the unanimous approval of the members present after complying with all provisions of R.S. 42:19(A)(1)(b)(ii)(cc).

If applicable and as required by R.S. 42:23(A) and R.S. 44:36(F), as a non-elected board we have video or audio recorded, filmed or broadcast live all proceedings of our public meetings and ensure the recording will be maintained for at least two years.

The taxing district did not roll forward. Copies of all required notices and agenda are attached hereto and incorporated herein by reference.

K. Caillouet
Dr. Kevin A. Caillouet Director
Kevin A. Caillouet
(Printed Name)

SWORN TO AND SUBSCRIBED Before Me, this the 23rd day of May, 2018, at Slidell, Louisiana.

Sidney J. Abdalla, Jr.
Notary Public

Printed or Typed Name (as commissioned): Sidney J. ABDALLA, JR
Notary ID or Bar Roll No.: 2282