

## MINUTES

### **Board of Commissioners Meeting November 14, 2017**

#### OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 12:44pm by Chairman Eugene Garcia, November 14, 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; Mr. Jake Abdalla, Legal Counsel; Mrs. Viki Taylor, Director, Dr. Kevin Caillouet, Assistant Director and Calvin Smotherman, Supervisor of Field Inspectors. Dr. Ron Francis, Dr. Bob Lowrie, and Dr. Dawn Wesson, Advisors, were absent. Jeff North of Adapco was a guest at the meeting.

#### AGENDA ADDITION

Resignation - Chairman Garcia stated this will be his final meeting and officially resigned from the Board of Commissioners.

#### MINUTES

The minutes from the October 18 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. Director Taylor suggested purchasing additional quantities of Dibrom before the end of the year. The District would save five (5%) percent by taking advantage of the 2017 pricing. ADAPCO also offered to store the chemical, if needed. The Board concurred.

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

### **OPENING OF PESTICIDE BIDS**

Commissioner Gerone moved to open bids, acknowledge bidders, and authorize the Director to review and select the lowest responsive bid or the most cost effective pesticide bid based on application rate. Commissioner Alfred seconded the motion. Carried.

There were six pesticide bids received from the following vendors: Adapco, Clarke Mosquito Control, Gaubert Oil Company, RelaDyne, Target Specialty Products, and Univar.

### **AIRCRAFT UPDATE**

Director Taylor reported IKHANA issued a final invoice for \$38,750. Total cost for the Twin Otter aircraft, including nondestructive tank testing, was \$3.6M. Calibration and droplet optimization tests will be conducted by the end of November, weather permitting.

### **ONE-TIME ANNUAL LEAVE OVERTAGE EXTENSION**

Assistant Director Caillouet presented information on annual leave accrual. Director Taylor provided an overview of carry-over and accrual practices. Discussion followed. Commissioner Gerone moved to allow a one-time exception to the carry-over limit, pending further review by the Board. Commissioner Alfred seconded the motion. Carried.

### **ANNUAL LEAVE CONVERSION INTO POST EMPLOYMENT HEALTH PLAN FUND**

The Director and Assistant Director discussed annual leave accrual and conversion into the post employment healthcare or the NAcO 457 retirement account. Much discussion followed. The Board tabled the item for a future date.

### **POLICY MANUAL UPDATES**

Assistant Director Caillouet reviewed the following amendments to the Employee Manual: Director's purchases, travel, Director's time off, types of employment, contract approval, and sexual harassment. Commissioner Gerone moved to approve the Employee Manual revisions as presented. Commissioner Englande seconded the motion. Carried.

### **BUSINESS ETHICS POLICY ADOPTION & EXECUTION**

Director Taylor presented the Business Ethics Policy for adoption. Commissioner Alfred moved to accept the Business Ethics Policy. Commissioner Gerone seconded the motion. Carried. The Commissioners executed the acknowledgment, receipt, and adherence to the policy and the Louisiana Code of Governmental Ethics.

### **SEXUAL HARASSMENT TRAINING**

The Assistant Director reported that the state now requires annual sexual harassment training for all board members and employees. He is currently researching training films to comply with this regulation.

### **PROPOSED 2018 OPERATING BUDGET**

Assistant Director Caillouet presented the proposed 2018 Operating Budget, with anticipated revenue of \$8,080,662 and projected expenses of \$12,089,300. The increase in expenses was mainly due to the bulk acquisition of the insecticide Scourge, upgraded research and quality control for the laboratory, and extensive unanticipated repairs on the Islander aircraft.

Commissioner Gerone moved to adopt the 2018 Operating Budget. Commissioner Alfred seconded the motion. The motion was put to a vote as follows:

YEAS: 5      NAYS: 0      ABSENT: 0      ABSTAINED: 0

### **ISSUANCE OF A BANKING SERVICES REQUEST FOR PROPOSALS**

The Assistant Director reported that Public Banking Law states that public entities must bid out banking services every 1-3 years. A request for proposals will be published in the St. Tammany Farmer and issued to all parish banks for the District's financial accounts. Bids will be opened at the January meeting.

### **RESOLUTION GOVERNING FUND BALANCE SURPLUS MANAGEMENT**

Assistant Director Caillouet stated that the Louisiana Legislative Auditor issued a finding that the District's fund balance is excessive. They recommended that the Board adopt a policy to manage the growth of the fund balance. He presented two proposed resolutions for Board approval.

Resolution 1 - Given the unpredictable nature of mosquitoes and diseases and the risk associated with maintaining a fleet of aircraft, the Board recognizes the need to maintain funds in surplus of those previously committed, assigned, or budgeted for any given year's operating expenses. The policy of the District is that uncommitted, unrestricted, and unassigned fund balance should be at least 1.25 years of current year annual operating expense and should not exceed three years of the current year annual operating expense. Commissioner Gerone moved to accept the resolution. Commissioner Englande seconded the motion. Carried.

Resolution 2 - The commitment or assignment of funds and changes to previous commitments or assignments must be approved by a vote of the St. Tammany Parish Mosquito Abatement District Board of Commissioners and in accordance with applicable state laws. Funds are to be considered "assigned" only for planned purchases within a reasonable period (~3 years). Commissioner Gerone moved to accept the resolution. Commissioner Alfred seconded the motion. Carried.

### **2018 COMMITTED AND ASSIGNED FUNDS PLAN**

The Assistant Director reviewed the Committed and Assigned Funds Plan (2018-2020), as required by the Louisiana Legislative Auditor. Committed funds include the bulk pesticide purchase of Scourge. Assigned funds were earmarked as follows: building improvements, fleet replacement, aircraft replacement, and larval habitat mapping. The Board tabled this item until a future meeting.

**UPCOMING PROFESSIONAL MEETINGS**

**LMCA Annual Meeting, Covington, LA, December 5-7**

Director Taylor reviewed meeting events and distributed per diem. Commissioner Stuart approved and signed all travel expenses forms.

**AMCA Annual Meeting, Kansas City, MO, February 26-March 2** The AMCA Annual Meeting will be held in Kansas City, Missouri. Commissioners Alfred, Gerone and Stuart plan to attend. Travel expense forms were approved and signed by Commissioner Stuart.

**MOSQUITO CONTROL REPORT**

Assistant Director Caillouet reported that there have been no positive mosquitoes pools for WNV for the past six weeks. This season, 43 mosquito pools have returned positive for WNV, out of 5,750 submitted for testing. In addition, four human cases of WNV have been reported. *Aedes vexans* populations are increasing; however, cooler evening temperatures hamper control efforts.

**JANUARY BOARD MEETING SCHEDULING**

Director Taylor stated that since the Board does not meet in December, the next regularly scheduled meeting will be on January 17.

**ADJOURN**

There being no further business, Commissioner Alfred moved to adjourn the meeting at 2:39pm. Commissioner Gerone seconded the motion. The motion carried.

Respectfully submitted,

Dr. Peter J. Gerone  
Secretary/Treasurer