

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

BOARD OF COMMISSIONERS

David C. Stuart, *Chairman*

Dr. Peter J. Gerone, *Secretary-Treasurer*

Anthony Alfred, *Commissioner*

Dr. Andrew J. Englande, Jr., *Commissioner*

Dr. Vicki Traina-Dorge, *Commissioner*

DIRECTOR

Kevin A. Caillouet, *Ph.D., M.S.P.H.*

MINUTES

Board of Commissioners Meeting October 17, 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, Mr. David Stuart, and Dr. Vicki Traina-Dorge, Commissioners; Dr. Ron Francis and Dr. Bob Lowrie, Advisors; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director. Dr. Dawn Wesson, Advisor, was absent.

PUBLIC COMMENT PERIOD

Chairman Stuart opened the floor for public comment. There were no members of the public present.

MINUTES

The minutes from the September 19, 2018 meeting were presented. The minutes were approved on a motion by Commissioner Englande. Commissioner Alfred seconded the motion. Carried.

REVIEW OF TREASURER'S REPORT AND CREDIT CARD PURCHASES

Chairman Stuart and Commissioner Gerone examined the September credit card purchases before the meeting. All credit card accounts were found reasonable, accurate and consistent with District purchasing policies. They also reviewed the Director's time card for September 16-October 13. Commissioner Englande will verify credit card purchases before the November meeting.

Commissioner Alfred moved to accept the credit card reconciliation and the Director's time card approval. Commissioner Englande seconded the motion. Carried.

Director Caillouet presented and discussed the Treasurer's Report. The report included fund balance appropriations for capital projects (\$4M) and disaster contingency (\$3M).

Commissioner Traina-Dorge moved to accept the Treasurer's Report. Commissioner Gerone seconded the motion. Carried.

2019 PROPOSED OPERATING BUDGET (Appendix 1)

Director Caillouet reviewed the proposed 2019 Operating Budget. Projected revenue totaled \$8,491,448.03 and expenses were estimated at \$11,872,313.16. The increase in expenses was mainly due to capital construction (\$2.8M), helicopter adulticiding and larviciding lease services (\$275K), and Islander aircraft refurbishment and repair (\$473K).

Assistant Director Smotherman presented a summary of essential Islander airworthiness maintenance and FAA requirements: left engine overhaul (\$100K), wing corrosion repairs (\$50K), and ADS-B avionics compliance (\$325K).

The Board will formally adopt the 2019 Operating Budget at its November meeting.

NOVEMBER PUBLIC HEARING: PROPOSED 2019 OPERATING BUDGET

Chairman Stuart announced that the Board will offer the public opportunity to comment on the proposed 2019 Operating Budget at a public hearing, Tuesday, November 13, 2018 at 12:30pm.

ADOPTION OF 2019 OPERATING BUDGET - NOVEMBER 13, 2018

Chairman Stuart announced that the Board of Commissioners will formally adopt the 2019 Operating Budget at its regular open meeting, Tuesday, November 13, 2018 at 1:00pm.

FUND BALANCE POLICY (Appendix 2)

Due to the assignment of capital for future campus expansion, the Director requested amending the Fund Balance Policy governing the uncommitted, unrestricted and unassigned fund balance. He proposed the following revision: “at least 1.25 years of the current year operating expense and not to exceed three years of current year operating expense” to read “at least 0.5 years of the current year operating expense and not to exceed three years of the current year operating expense”.

Commissioner Gerone moved to amend the Fund Balance Policy as presented from “1.25 to 3.0 years of the current year operating expense” to “0.5 to 3.0 years of the current year operating expense”. Commissioner Alfred seconded the motion. Carried.

OPENING OF HELICOPTER LEASING SERVICE BIDS

One bid was received as follows:

Blackstar, LLC
\$2,484.00/operational hour for all stated services within scope of work
\$1,800.00/operational hour for extra services offered by bidder

Commissioner Gerone moved to award the bid for helicopter leasing services to Blackstar, LLC, pending contract approval by Legal Counsel Abdalla. Commissioner Traina-Dorge seconded the motion. Carried.

EMPLOYEE CELLULAR PHONE STIPEND (Appendix 3)

Director Caillouet presented the Employee Cellular Phone Stipend Policy requirements for adoption. The policy proposes that only on-call supervisors may receive a monthly cell phone stipend of \$55.00, if deemed necessary by the Director or Assistant Director. Legal Counsel Abdalla reviewed the policy, but noted that authorized entitlement and financial compensation could be questioned.

Commissioner Alfred moved to adopt the Employee Cellular Phone Stipend Policy. Commissioner Traina-Dorge seconded the motion. Carried.

DRUG TESTING POLICY (Appendix 4)

Legal Counsel Abdalla reviewed the Drug Testing Policy and proposed including language pertaining to confidential communication procedures.

Commissioner Englande moved to approve the Drug Testing Policy, along with the confidentiality revision provided by Legal Counsel. Commissioner Alfred seconded the motion. Carried.

BOARD APPROVALS

Travel -

LMCA Annual Meeting, December 4-5, 2018

Director Caillouet reported that the LMCA Annual Meeting will be held in Lafayette, LA, December 4-5. Commissioners Alfred and Gerone, and Advisor Lowrie expressed interest in attending the meeting.

Contracts

None

MOSQUITO CONTROL REPORT

Two mosquito pools tested positive for WNV in mid September; however, there have been no subsequent positive mosquito pools or human cases. The Twin Otter aircraft is fully operational following maintenance inspections. Ground larviciding operations treated 4,500 acres this season and ground ULV adulticiding trucks sprayed 1,401,327 acres. Aerial and ground adulticiding operations were employed to reduce increased populations of *Culex nigripalpus*.

ADJOURN

There being no further business, Commissioner Gerone moved to adjourn the meeting at 1:59pm. Commissioner Englande seconded the motion. Carried.

Respectfully submitted,



Peter J. Gerone
Secretary/Treasurer

Appendices:

1. Proposed Operating Budget 2019
2. Fund Balance Policy
3. Cell Phone Stipend Policy
4. Drug Testing Policy