

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 September 19, 2018

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 1:00pm 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. Bob Lowrie and Dr. Dawn Wesson, Advisors; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director. Dr. Ron Francis, Advisor, was absent. Financial Administrator Chad Simon was a guest at the meeting.

PUBLIC COMMENT PERIOD

Chairman Stuart opened the floor for public comment. There was no public present.

MINUTES

The minutes from the August 15, 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

The Director presented and discussed the Treasurer's Report. Commissioner Traina-Dorge reviewed the August credit card purchases before the meeting. All credit card accounts were found reasonable, accurate and consistent with District purchasing policies. Chairman Stuart and Commissioner Gerone will review the credit card purchases before the October meeting.

Commissioner Englande moved to accept the Treasurer's Report and August credit card reconciliation. Commissioner Alfred seconded the motion. Carried.

Director Caillouet furnished his time card, leave and travel documentation for Board approval. The Director's time, attendance and travel will be provided for a commissioner to review before each monthly meeting, along with the credit card statements.

Commissioner Gerone moved to approve the Director's time card, leave and travel for the period August 19 - September 14, 2018. Commissioner Alfred seconded the motion. Carried.

BUILDING EXPANSION PROJECT TIME LINE (Appendix 1)

The Director explained that the campus expansion would provide ample parking, essential office space, suitable training/meeting room, covered hurricane storage, and an upgraded laboratory for optimum quality control, standardization and airflow safety. After meeting with Slidell Airport officials, the Director learned that the site behind NOAA is the most likely location for future expansion. He then reviewed the proposed building expansion schedule provided by architect Paul Dimitrois. The site assessment, wetlands determination, design, and construction completion schedule are estimated at 26 months and \$3.5 million.

Commissioner Gerone moved to assign \$4 million from the District's reserve and contingency capital to fund the building expansion plan, as conceptually presented at the August 15, 2018 meeting and further detailed at the September 19, 2018 meeting of the Board of Commissioners. Commissioner Englande seconded the motion. Carried.

DIGITAL BUSINESS PROCESSES PRESENTATION BY FINANCIAL ADMINISTRATOR

Financial Administrator Chad Simon reviewed the Paychex payroll/time and attendance leave management system and the Sage Intacct accounting technology. Mr. Simon researched and implemented new digital business processes, in order to satisfy compliance with the Louisiana Legislative Auditor's best practices. These systems ensure comprehensive segregation of all financial operations and automatically maintains a full audit trail.

AUTHORIZATION TO OPEN NEW CREDIT CARDS WITH FIRST BANK & TRUST

Financial Administrator Chad Simon explained that the District's Chase Visa charge cards are currently under former Director Viki Taylor's name. Chase customer service representatives have been unable to convert authority for these charge card accounts to Director Caillouet. Mr. Simon proposed moving the Visa charge card account from Chase Bank to First Bank & Trust, the District's fiscal agent.

Commissioner Traina-Dorge moved to authorize management to open new charge cards with fiscal agent First Bank & Trust. Commissioner Alfred seconded the motion. Carried.

ACCOUNTING MANAGER FULL-TIME POSITION (Appendix 2)

Executive Session

Chairman Stuart suspended the open session at 1:30pm and called for a motion to move into an executive session to consider a full time accounting manager position. Commissioner Alfred so moved and Commissioner Gerone seconded the motion. Carried.

Chairman Stuart closed the executive session at 1:45pm and called for a motion to resume the regular open session of the meeting. Commissioner Traina-Dorge so moved and Commissioner Gerone seconded the motion. Carried.

AMENDMENT OF PILOT SALARY RESOLUTION

The Director summarized the Board's August 15, 2018 decision to compensate flight time for full time pilot Brandon Campbell at the contract pilot aerial aduaticiding rate of \$82/hour, including one hour before and after flight missions. However, upon further review, it was noted that his base pay rate was substantially lower than the average base pay rate for low hour pilots. To rectify this oversight, the Director proposed a base pay compensation rate of \$40.87/hour and an overtime rate of \$61.30/hour.

Commissioner Gerone moved to amend the August 15, 2018 resolution regarding the salary structure of full time pilot Brandon Campbell, to the proposed compensation rate of \$40.87/hour and the aerial aduaticiding overtime rate of \$61.30/hour, including one hour before and after flights. Commissioner Alfred seconded the motion. Carried.

EMPLOYEE CELLULAR PHONE STIPEND

Director Caillouet reported that full time employees use personal cellular phones to communicate daily field activities, service requests, ground aduaticiding schedules, office closures, etc. He asked the Board to consider approving a \$7.00/month cellular phone use stipend for all full time employees.

Legal Counsel Abdalla expressed auditing concerns distinguishing between business and personal cell phone use. He would like to further explore possible ramifications of adopting this policy and asked the Board to table this item.

Commissioner Alfred moved to table the employee cellular phone stipend. Commissioner Traina-Dorge seconded the motion. Carried.

FUEL VARIANCE POLICY (Appendix 3)

Director Caillouet explained the Louisiana Legislative Auditor's request that the District establish a reasonable MPG vehicle variance policy. The Director presented a fuel purchases policy noting exceptions addressing (1) a 40% fuel variance threshold, (2) multiple fuel purchases within the same day, (3) fuel purchases outside the parish, (4) fuel amounts that exceed the tank capacity, and (5) holiday and weekend fuel purchases. Facilities & Inventory Control Manager Kevin Lowrie will investigate and note all discrepancies and Financial Administrator Chad Simon will establish an automated process.

Commissioner Alfred moved to adopt the fuel variance policy as presented. Commissioner Gerone seconded the motion. Carried.

DRUG TESTING POLICY (Appendix 4)

The Director presented the existing and the proposed drug testing policy for adoption. Legal Counsel Abdalla requested tabling this item, to consider the revised policy carefully.

Commissioner Alfred moved to table the drug testing policy. Commissioner Traina-Dorge seconded the motion. Carried.

BOARD APPROVALS

Travel

None

Contracts

Enterprise Fleet Management Resolution Clarification

Director Caillouet asked the Board to clarify the intent of the August 15, 2018 resolution to “explore” the leasing contract with Enterprise Fleet Management.

Commissioner Gerone moved to amend and clarify the resolution to “engage” the services of Enterprise Fleet Management, for the lease of nine right-hand drive Jeep Wranglers. Commissioner Englande seconded the motion. Carried.

Twin Otter Inspection Contract - Innovative Turbine Aircraft Solutions

Assistant Director Smotherman briefed the Board on mandated FAA inspection requirements for the Twin Otter aircraft. The Twin Otter operates on a continuous use schedule and should undergo EMMA inspection checks every two months. The Twin Otter is currently overdue inspections and will remain grounded until compliance requirements are satisfied. A contract from Innovative Turbine Aircraft Solutions was offered to maintain on-site compliance with EMMA checks and Pratt & Whitney inspections, utilizing IA and A&P licensed technicians, for \$1,410.00 per month. While the Twin Otter is out of service, the District is utilizing the aerial adulticiding contractor services of Vector Disease Control Incorporated (VDCI).

Commissioner Alfred moved to approve the Twin Otter inspection contract with Innovative Turbine Aircraft Solutions. Commissioner Traina-Dorge seconded the motion. Carried.

Payroll/Time Management Software - Paylocity

Financial Administrator Chad Simon reported dissatisfaction with Paychex Payroll Solutions, such as critical reporting discrepancies, inaccurate leave records, poor customer service, and inability to provide knowledgeable assistance. After investigating alternative payroll companies, he recommended entering a \$11k/year contract with Paylocity to provide payroll and time management services, slightly less than Paychex.

Commissioner Englande moved to engage the contracted payroll and time management services of Paylocity for \$11k/year. Commissioner Alfred seconded the motion. Carried.

GPS Fleet Tracking Software - GPS Insight

Assistant Director Smotherman presented GPS Insight’s fleet tracking system to enhance fuel system controls, maintain historical vehicle data, and provide notification for maintenance and diagnostic fleet management. The cost for the first year totals \$12,831.20, which includes 43 units (\$6,020.00), annual service contract (\$6,682.00 or \$155.40/unit), and shipping (\$129.00). Legal Counsel Abdalla will review the terms and conditions of the contract.

Commissioner Traina-Dorge moved to engage GPS Insight’s fleet tracking system, as presented. Commissioner Gerone seconded the motion. Carried.

MOSQUITO CONTROL REPORT

Director Caillouet reported 64 mosquito pools returned positive for WNV this season. The Louisiana Department of Health and Human Services reported ten human cases of West Nile virus in St. Tammany Parish for 2018. The District closely followed CDC recommendations for ground and aerial adulticiding operations in WNV high risk areas. Assistant Director Smotherman reported that this season ground larviciding operations treated 3,998 acres and ground ULV adulticiding trucks sprayed 979,182 acres.

The Director mentioned a letter of commendation from Cedarwood School acknowledging the exemplary service of Laboratory Manager/Entomologist Nick DeLisi.

ADJOURN

There being no further business, Commissioner Gerone moved to adjourn the meeting at 2:47pm. Commissioner Englande seconded the motion. Carried.

Respectfully submitted,

Handwritten signature of Peter J. Gerone in blue ink, with the initials "KAC" written at the end.

Peter J. Gerone
Secretary/Treasurer

Appendices:

1. Building Expansion Schedule
2. Accounting Manager Job Description
3. Fuel Purchases
4. Drug Testing Policy