

## **MINUTES**

### **Board of Commissioners Meeting September 20, 2017**

#### **OPEN**

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 12:52pm by Chairman Eugene Garcia, September 20, 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; Dr. Ron Francis, Advisor; Mr. Jake Abdalla, Legal Counsel; Mrs. Viki Taylor, Director; and Dr. Kevin Caillouet, Assistant Director. Advisory Board Dr. Bob Lowrie and Dr. Dawn Wesson were absent. Supervisor of Aerial Operations Ben Smith was a guest at the meeting.

#### **MINUTES**

The minutes from the August 16 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.

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

#### **AIRCRAFT UPDATE**

Supervisor of Aerial Operations Ben Smith reviewed the final breakdown of validity, pricing, options, tank testing, and payments on the Twin Otter Aircraft acquisition. The Twin Otter aircraft arrived at the District office on August 18. The pilots and aircraft mechanic are currently installing the spray system. To ensure maximum product efficacy when spraying, droplet optimization tests will be conducted. When the aircraft is fully operational, the Islander aircraft will be taken out of service for extensive repairs.

**UPDATED AND REVISING JOB DESCRIPTIONS**

Assistant Director Caillouet reviewed employee job title changes and is also updating job descriptions to reflect actual duties. *Working Conditions* and *Physical Requirements* statements will be added to ensure employee safety and limited risk to the District. Legal Counsel Abdalla reviewed and approved both statements.

**JOB POSITION/MANAGEMENT CHANGES**

Director Taylor provided a summary of the events that recently transpired resulting in the termination of a field inspector. This situation, along with several employees on extended medical leave, has created a staffing shortage. In addition, within five months significant staffing transitions will occur. The Assistant Director proposed hiring and training two field biologists/inspectors at this time. There were no objections to this proposal.

**AMENDMENT TO THE EMPLOYEE DISCIPLINE POLICY**

Assistant Director Caillouet presented an amendment to the Employee Manual to include the following employee discipline statement: "Excessive use of District time for non-district activities." Discussion followed.

**CONTRACTS FOR APPROVAL**

**LBMC Sage Intacct Accounting Software Implementation**

The Assistant Director requested Board approval to engage LBMC Technology Solutions for training, setup, data migration, and implementation of the Intacct Accounting Software. The anticipated cost is \$21,200.

**Frontier Precision Vector Decision Support Software**

Assistant Director Caillouet reported that the existing custom field collection software failed to meet requirements. A Request for Proposals was issued to three industry leading software companies and the following bids were submitted.

<u>Vendor</u>	<u>1<sup>st</sup> Year Cost</u>	<u>Annual Cost</u>	<u>5-Year Cost of Ownership</u>
Frontier Precision	\$25,500	\$ 5,100	\$ 51,000
Adapco	\$17,438	\$13,950	\$ 87,188
Leading Edge	\$45,000	\$14,000	\$115,000

After watching web demonstrations from all three vendors and comparing each product with field operations needs, the Assistant Director proposed awarding the bid to Frontier Precision.

Commissioner Alfred moved to engage the services of LBMC Technology Solutions to implement the Intacct Accounting Software program. He further moved to award the bid for custom field collection software to Frontier Precision. Commissioner Gerone seconded the motion. Carried.

**MOSQUITO CONTROL REPORT**

Assistant Director Caillouet reported that 41 out of 4,783 mosquito pools returned positive for West Nile virus this season. Three West Nile human cases have also been reported. The WNV vector index remains low. Aerial contract applicator VDCI was employed to assist in the reduction of woodland mosquito populations. The Assistant Director also reviewed trap collections and WNV infected pools for No Light CO<sub>2</sub>-baited CDC traps, CDC Gravid traps, CO<sub>2</sub>-baited CDC light traps, and New Jersey light traps.

**ADJOURN**

There being no further business, Commissioner Alfred moved to adjourn the meeting at 1:48pm. Commissioner Gerone seconded the motion. The motion carried.

Respectfully submitted,

Dr. Peter J. Gerone  
Secretary/Treasurer