

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, *Commissioner*

Dr. Vicki Traina-Dorge, *Commissioner*

DIRECTOR

Dr. Kevin A. Caillouet

MINUTES

Board of Commissioners Meeting July 17, 2019

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. Dawn Wesson, Advisor; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director. Advisors Ron Francis and Bob Lowrie were absent from the meeting. Guests included Ericksen & Krentel CPA Jim Tonglet and Accounting Manager Chad Simon.

PUBLIC COMMENT PERIOD

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

MINUTES

The minutes from the June 19 meeting were presented. Commissioner Englande moved to approve the minutes. Commissioner Alfred seconded the motion. The motion carried.

TREASURER'S REPORT AND CREDIT CARD PURCHASES

Director Caillouet presented the Treasurer's Report. Chairman Stuart and Commissioner Gerone reviewed all credit card purchases for June and reported that credit card accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Englande will verify the credit card purchases before the August meeting.

Commissioner Alfred moved to accept the Treasurer's Report and credit card reconciliation. Commissioner Traina-Dorge seconded the motion. Carried.

2018 AUDIT EXIT CONFERENCE-ERICKSEN & KRENTEL, LLC (Appendix 1)

CPA Jim Tonglet, Ericksen & Krentel, presented the 2018 audit exit conference. He reviewed the Independent Auditors' Report, assessed internal control and compliance according to Government Auditing Standards, and provided a summary of net position, revenues, expenses, financial statements, liabilities and fund balance. The District received a clean audit, with no significant deficiencies or material weaknesses in internal control, and no noncompliance materials or findings related to financial statements. Mr. Tonglet stated that the District's automated accounting practices and segregation of duties enhanced internal control.

Commissioner Alfred moved to accept the 2018 audit report as presented. Commissioner Gerone seconded the motion. Carried.

2018 LOUISIANA LEGISLATIVE AUDITOR REPORT (Appendix 2)

The Director reported that the Louisiana Legislative Auditor (LLA) submitted the Advisory Services Procedural Report for 2018. The LLA acknowledged the reduction in unassigned funds, recognized the assignment of \$7M, and noted the 2019 millage reduction. Two exceptions were noted: (1) credit card purchases for December 2018 did not include documentation of Board review and (2) six fleet fuel card charges, totaling \$110.93, had no documented justification for 40% or more variances.

Management responded to the two exceptions as follows: (1) The credit card review for both November and December was completed at the January 2019 meeting, because the Board did not meet in December. The Commissioner examining the transactions unintentionally signed only the November statement. Resolution: Management will create a form for Commissioners to attest to their review of credit card purchases for each specific month. (2) Fleet Fuel Card Variance - Management is working to create a digital workflow to check each MPG variance. An electronic process specifically designed to flag excessive variances, together with existing fleet tracking software, will more accurately track excessive fuel variances.

Commissioner Traina-Dorge moved to accept the Louisiana Legislative Auditor's 2018 Advisory Services Procedural Report and management's responses. Commissioner Alfred seconded the motion. Carried.

CAMPUS EXPANSION UPDATE

Director Caillouet reported that MSH Architects have begun the design programming phase and estimated a preliminary project completion timeline of December 2020. Preconstruction obligations are underway for wetlands survey and mitigation, soil boring and sampling, environmental site assessment, land clearing, an existing and new site survey, and a lease agreement with the City of Slidell.

DISTRICT ATTORNEY CONTRACT-LEGAL COUNSEL COMPENSATION

Legal Counsel Abdalla spoke with the District Attorney's Chief of Administration Tony Sanders. Mr. Sanders would like to discuss the contract and compensation with Director Caillouet. Mr. Abdalla will provide contact information to both parties.

COMPUTER FRAUD, CYBER LIABILITY, AIRBOAT LIABILITY COVERAGE

Director Caillouet presented three insurance proposals for Board consideration.

1. The District's three airboats currently have no liability coverage. The annual cost for this general liability endorsement is \$1,000.
2. Computer fraud is a crime policy endorsement providing protection against the data breach of confidential employee information, such as social security numbers and sensitive human resource data. This additional coverage protects employees from identity theft, for an annual premium of \$514.
3. Ransomware is a type of malicious software that threatens to block access to a company's seized data unless a ransom is paid. Cyber liability coverage protects businesses from these types of cyberattacks. The annual premium is \$2,848, with a \$10K deductible.

Commissioner Traina-Dorge moved to accept the airboat general liability (\$1,000) and computer fraud (\$514) endorsements. Commissioner Englande seconded the motion. Carried.

Chairman Stuart deferred action on cyber liability coverage, pending the receipt of two additional quotes.

BOARD APPROVALS

A. Travel - none

B. Contracts -

Surveyor - The Director issued a Request for Proposals (RFP) for an existing and new site survey. Board approval was requested for the \$15K contract with Land Surveying, LLC.

Wetlands Determination - Director Caillouet stated that an RFP was distributed for a wetlands determination/delineation. He sought Board approval for the \$1,750 agreement with Biological Surveys, Inc.

B. Contracts continued -

Xerox Printer/Copier (Appendix 3)

The Director presented the Xerox printer/copier purchasing option for \$22,222, as compared with the five-year leasing agreement totaling \$28,393. Either choice offers a 60-month maintenance plan. He recommended purchasing the printer/copier and asked the Board to table this item, in order to obtain two additional quotes.

Commissioner Alfred moved to accept the wetlands determination contract for \$1,750 and the existing and new site survey for \$15K, pending contract approval by Legal Counsel Abdalla. Commissioner Traina-Dorge seconded the motion. Carried.

C. Director's Time Card - Chairman Stuart reviewed and approved the Director's time card for June 16 - July 12, 2019. Commissioner Gerone moved to accept the Director's time card as presented. Commissioner Englande seconded the motion. Carried.

EXECUTIVE SESSION

Heather Durr, et al vs. Atlantic Specialty Company, STPMAD, et al

Chairman Stuart suspended the open session at 1:45pm and called for a motion to move into an executive session. Commissioner Alfred so moved and Commissioner Gerone seconded the motion. Carried.

Commissioner Gerone moved to close the executive session at 1:56pm and resume the regular session. Commissioner Englande seconded the motion. Carried.

CALENDAR OF EVENTS

The Director reviewed recent operational highlights and upcoming events.

- o Laboratory Manager/Entomologist Nick Delisi participated in insecticide resistance labs with USDA, UF, and DoD, June 26-28, Gainesville, FL
- o LLA 2018 audit report exit interview
- o Insect Adventure presentation at Little Hawk Day Camp, Archbishop Hannan High School
- o Dr. Kristy Burkhalter, CDC DVIBID, visit to launch research project
- o MSH Architects design meeting
- o Helicopter characterization for adulticide applications
- o Launch of first helicopter adulticide mission
- o Helicopter larvicide application in east Mandeville
- o Staff meetings

MOSQUITO CONTROL REPORT

Director Caillouet reviewed West Nile virus vector populations of *Culex quinquefasciatus*, *Cx. salinarius*, and *Cx. nigripalpus*. This season the Louisiana Animal Disease Diagnostic Laboratory (LADDL) reported 13 WNV-infected mosquito pools, out of 2,374 submitted for arbovirus testing. To date, no human cases of WNV have been reported in St. Tammany Parish.

Assistant Director Calvin Smotherman provided a recap of ground larviciding operations, which treated a total of 4,743 miles or 2,070 acres of roadside septic ditches, since resuming in February. In addition, ground adulticide operations sprayed 11,845 miles or 430,745 acres year-to-date.

The Director provided an update on the Lake Pontchartrain Basin Foundation (LPBF) water remediation project. Research assistants are measuring water quality parameters to detect the presence of mosquitoes and mosquitofish in neighborhoods within the Ponchitolawa Watershed, a river basin receiving remediation from LPBF. Efforts are underway to link remediation with recovering fish populations, and ultimately reduce mosquito populations.

ADJOURN

There being no further business, Commissioner Alfred moved to adjourn the meeting at 2:15pm. Commissioner Traina-Dorge seconded the motion. Carried.

Respectfully submitted,

Peter J. Gerone
Secretary/Treasurer

Appendices

1. 2018 District Audit
2. LLA Advisory Report/Mgmt. Response
3. Copier Purchase/Lease