

# MOSQUITO ABATEMENT

ST. TAMMANY PARISH

## MINUTES

### **Board of Commissioners Meeting October 16, 2019**

#### **OPEN**

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 12:59pm by Chairman David Stuart, in the District office at 62512 Airport Road, Building 23, Slidell, Louisiana.

Present were Mr. Anthony Alfred, Dr. Peter Gerone, Dr. A.J. Englande, Jr., Mr. David Stuart, and Dr. Vicki Traina-Dorge, Commissioners; Dr. Bob Lowrie and Dr. Ron Francis, Advisors; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director. Advisor Dawn Wesson and Legal Counsel Jake Abdalla were absent from the meeting. Accounting Manager Chad Simon was a guest at the meeting.

#### **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 18 meeting were presented. Commissioner Traina-Dorge moved to approve the minutes. Commissioner Alfred seconded the motion. Commissioner Englande abstained, because he was not present at the September meeting. The motion carried.

#### **TREASURER'S REPORT AND CREDIT CARD PURCHASES**

Director Caillouet presented the Treasurer's Report. Commissioner Gerone moved to accept the Treasurer's Report. Commissioner Englande seconded the motion. Carried.

Commissioner Traina-Dorge reviewed all credit card purchases for September and reported that credit card accounts were found reasonable, accurate and consistent with District purchasing policies. Chairman Stuart and Commissioner Gerone will verify the credit card purchases before the November meeting. Commissioner Gerone moved to accept the credit card review. Commissioner Englande seconded the motion. Carried.

**2020 PROPOSED OPERATING BUDGET** (Appendix 1)

Accounting Manager Chad Simon reviewed the proposed 2020 Operating Budget. Projected revenue totaled \$8,281,601 and expenses were estimated at \$12,401,979. The increase in expenditures is largely due to the planned capital expansion of the facility (\$4,750,000), leased helicopter adulticiding and larviciding services (\$375,000), and Islander aircraft refurbishment and repairs (\$114,500).

**NOVEMBER 19 PUBLIC HEARING-2020 PROPOSED OPERATING BUDGET**

Chairman Stuart announced that the Board will offer the public opportunity to comment on the proposed 2020 Operating Budget at its Public Hearing Tuesday, November 19, 2019 at 12:30pm.

**NOVEMBER 19 REGULAR MEETING-ADOPTION OF THE 2020 OPERATING BUDGET**

Chairman Stuart stated that the Board of Commissioners will formally adopt the 2020 Operating Budget at its Regular Open Meeting Tuesday, November 19, 2019 at 1:00pm.

**REAPPOINTMENT OF COMMISSIONERS**

Director Caillouet reported that all commissioners' terms will expire on December 31, 2019. Each commissioner expressed an interest in serving another term.

**ONLINE BILL PAYMENT SYSTEM**

Accounting Manager Chad Simon presented a short video on Bill.com, a business payment company managing more than \$60 billion in payments annually. Mr. Simon reviewed the current accounts payable workflow process and the advantages of the online bill payment system. Bill.com's cloud-based payment management platform automates and streamlines efficiency, internal controls, audit-ready payment activity, and ensures encrypted data security. The system also integrates with the District's accounting software management provider Sage Intacct. Financial Administrator Dee Sollberger will be retiring in February and this systematic process would offset some of her duties. The annual cost for approximately 60 monthly payments is \$4,600. Commissioner Englande requested professional references for the Bill.com system.

**AIRCRAFT ENGINES OVERHAUL FUND ASSIGNMENT**

Director Caillouet sought Board approval to assign funds for the future overhaul of Twin Otter aircraft engines. The aircraft's engines will likely require an overhaul in the next five years, and every ten years thereafter. The Director proposed annually designating a specific dollar amount to the unrestricted fund balance for future aircraft emergency repairs. He suggested assigning \$150k to the fund the first year, and an additional \$30k each year thereafter.

Commissioner Alfred moved to initially assign \$150k to the aircraft emergency repairs unrestricted fund balance, with an additional \$30k each year afterwards. Commissioner Traina-Dorge seconded the motion. Carried.

**LWCC SUPPLEMENTAL DIVIDEND** (Appendix 2)

The Director reported that the Louisiana Workers Compensation Corporation (LWCC) presented the District with a midyear dividend of \$145k. With the previous dividend of \$49k awarded in the second quarter, total dividends received comprise 94% of premiums paid this calendar year.

**CAMPUS EXPANSION UPDATE**

Director Caillouet reviewed the site plans for the new and existing facility. The new building will house the laboratory, mechanical shop, training center, kitchen, and provide covered and secured parking for night adulticiding vehicles. The existing building renovations include relocation of the conference room, four additional offices, and locker room facilities.

**BOARD APPROVALS**

**A. Travel**

LMCA Annual Meeting, Baton Rouge, LA, December 3-5, 2019

The LMCA Annual Meeting will be held December 3-5, in Baton Rouge. Commissioners Alfred and Gerone plan to attend the meeting.

AMCA Annual Meeting, Portland, OR, March 16-20, 2020 (Appendix 3)

Commissioners who plan to attend the AMCA Annual Meeting were asked to complete and return the travel request form no later than the November 19 Board meeting.

**B. Contracts - None**

**C. Director's Time Card** - (Appendix 4)

Chairman Stuart reviewed and approved the Director's time card for September 15 - October 12, 2019. Commissioner Gerone moved to accept the Director's time card as presented. Commissioner Englande seconded the motion. Carried.

**CALENDAR OF EVENTS**

The Director reviewed recent operational highlights and upcoming events.

- Participation in USFWS 2019 Wild Things event
- National Oceanic and Atmospheric Administration (NOAA) meeting
- Director Caillouet and Lab Manager/Entomologist Nick DeLisi attended the S----
- Society of Vector Ecology Conference in Puerto Rico.
- Presentation at Folsom Montessori Academy
- Water Quality Task Force meeting
- Parochial Retirement Administrative Training
- GIS District meeting
- Cedarwood School repellent testing presentation and tour
- Capitol Area STEM Summit

- SAGE Intacct Conference
- Monster Mash at Bogue Falaya Park
- LMCA Board Meeting
- Clearwood Jr. High presentation
- CDC Focus Group - Guidelines for WNV Surveillance and Control
- Bugs and Bee presentation
- Children's Museum STEM Fest
- Staff meetings

### **MOSQUITO CONTROL REPORT**

Director Caillouet reviewed West Nile virus vector populations of *Culex quinquefasciatus*, *Cx. salinarius*, and *Cx. nigripalpus*. The Louisiana Animal Disease Diagnostic Laboratory (LADDL) reported 43 WNV-infected mosquito pools, out of 3,796 submitted from 19 sites for arbovirus testing. At this time last year, 65 out of 4,086 pools returned positive for WNV. LADDL also reported one infected SLE and one infected EEE mosquito pool. The Louisiana Department of Health & Hospitals reported one WNV-NID case in St. Tammany Parish, and 16 human cases in Louisiana, down from 79 cases last year at this time.

Assistant Director Calvin Smotherman reported that wind, rain, and cooler evening temperatures typically hinder ground adulticiding and larviciding operations this time of year. Since resuming in February, ground larviciding operations treated a total of 8,371 miles or 3,653 acres of roadside septic ditches. In addition, ground adulticide operations sprayed 23,691 miles or 861,618 acres year-to-date.

Director Caillouet stated there is no update on Legal Counsel Abdalla's contract and compensation.

The Director reported that Heather Durr, et al vs. Atlantic Specialty Company, STPMAD, et al lawsuit was settled. Any amount exceeding the settlement claim should be covered by the District's excess liability carrier.

### **ADJOURN**

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

Respectfully submitted,

Peter J. Gerone  
Secretary/Treasurer

#### Appendices

1. 2020 Proposed Operating Budget
2. LWCC Supplemental Dividend
3. Travel Request Form
4. Director's Time Card