



15483 Club Deluxe Road
Hammond, LA 70403
(985) 543-0454
(985) 543-0457 (fax)

**TANGIPAHOA MOSQUITO ABATEMENT DISTRICT #1
MINUTES, REGULAR MEETING, DECEMBER 13, 2017**

The regular meeting of the Board of Commissioners, of the Tangipahoa Mosquito Abatement District #1, was held on Wednesday, December 13, 2017 at 5:30 p.m. at the District Office, 15483 Club Deluxe Road, Hammond, LA.

Bruce Caliva, Chairman, called the meeting to order.

Roll call was as follows:

Bruce Caliva – present

Pete Jones – present

Chris Chappell – absent

Sunny Ryerson - present

Deek Deblieux - absent

Bill Wheat – present

Philip Graziano Jr. - absent

Also Present: Douglas Curet, Colby Colona, Chris Fayette, Dennis Walette, and Cheri Vining.

Mr. Wheat made a motion to accept the October 9th meeting minutes. Mr. Jones seconded the motion. Motion passed – all yeas, no nays; Mr. Chappell, Mr. Deblieux, and Mr. Graziano absent.

Insecticide Contract – Mr. Walette discussed the results of the insecticide contract bids and presented his recommendations to the Board.

Mr. Wheat made a motion to accept the recommendations as presented by Mr. Walette.

Ms. Ryerson seconded the motion. Roll call vote as follows: Mr. Caliva – yea, Mr. Jones – yea, Ms. Ryerson – yea, Mr. Wheat – yea; Mr. Chappell, Mr. Deblieux, and Mr. Graziano absent.

Audit Engagement – Mr. Jones made a motion to accept the proposals from Bruce Harrell & Associates to conduct the District’s annual audits. Ms. Ryerson seconded the motion.

Roll call vote as follows: Mr. Caliva – yea, Mr. Jones – yea, Ms. Ryerson – yea, Mr. Wheat – yea; Mr. Chappell, Mr. Deblieux, and Mr. Graziano absent.

Program Update – Mr. Walette provided his report and reviewed the income statement.

All District staff have completed the proficiency testing required this year by the Louisiana Dept. of Agriculture and Forestry.

They also attended the Louisiana Mosquito Control Association annual meeting last week for training and recertification.

The annual inspection for the District plane is scheduled to be completed by March 1st.

**TANGIPAOA MOSQUITO ABATEMENT DISTRICT #1
MINUTES, REGULAR MEETING, DECEMBER 13, 2017**

Colby Colona provided the surveillance report. Of the 1,999 mosquito pools submitted, there were only 8 that tested positive for the WNV, compared to 14 positives last year. There were no human cases reported within the District or the parish.

Personnel – Mr. Walette informed the Board that the yearly performance appraisal evaluations had been completed for all full-time employees of the District. Mr. Walette recommended step raises for the eligible employees receiving ratings of satisfactory or above in 2018 after their anniversary date.

Mr. Jones made a motion to accept the Director’s recommendations as presented. Mr. Wheat seconded the motion. Roll call vote as follows: Mr. Caliva – yea, Mr. Jones – yea, Ms. Ryerson – yea, Mr. Wheat – yea; Mr. Chappell, Mr. Deblieux, and Mr. Graziano absent.

Budget – Mr. Walette’s presented the recommendations for final revisions to the 2017 Budget was to transfer \$9,500 from the Salary & Wages category to the Mosquito Salary category, \$200 from the Vehicle Insurance category to the General Liability Insurance category, \$6,800 from the Furniture & Fixtures category to the Office Equipment category, and \$600 from the Uniforms category to the Travel category.

One transfer amount had been inadvertently left off of the form presented to the Board. This would be a transfer of \$350 from the Computer Software category to the Maps/Books category.

Mr. Wheat made a motion to accept the amended budget changes as recommend by the Director. Ms. Ryerson seconded the motion. Roll call vote as follows: Mr. Caliva – yea, Mr. Jones – yea, Ms. Ryerson – yea, Mr. Wheat – yea; Mr. Chappell, Mr. Deblieux, and Mr. Graziano absent.

Mr. Walette made the following recommendations for committed uses of our reserve funds: building hangar \$450,000.00, additional chemicals \$500,000.00, and aircraft purchase \$750,000.00 for a total recommended commitment of \$1,700,000.00.

Mr. Jones made a motion to accept the Director’s recommendations. Mr. Wheat seconded the motion. Roll call vote as follows: Mr. Caliva – yea, Mr. Jones – yea, Ms. Ryerson – yea, Mr. Wheat – yea; Mr. Chappell, Mr. Deblieux, and Mr. Graziano absent.

Holiday Schedule – Parish President Robby Miller has authorized that Parish offices work a split shift on December 27 – 29 and January 3 – 5. This grants an additional three days leave for all parish employees. Mr. Walette recommended to mimic that, but with a small variation. Rather than have a very small skeleton staff for two weeks, to instead close the District office entirely for December 27 – 29, with an emergency contact phone number displayed on the front door and an employee on call in the event of an emergency.

Mr. Wheat made a motion to accept the Director’s recommendation. There was a discussion by the commissioners regarding keeping the office open on regular business days. There was no consensus among the commissioners. Due to lack of a second, the motion failed.

**TANGIPAHOA MOSQUITO ABATEMENT DISTRICT #1
MINUTES, REGULAR MEETING, DECEMBER 13, 2017**

Fleet Management – Discussion. All members would like to have some representatives come to the next meeting to provide a presentation.

Travel Policy – Mr. Wheat presented the recommendations from the travel committee for a prospective travel policy for commissioners and advisory council members. Mr. Wheat made a motion to 1. Those eligible to attend would be members in good standing by meeting the state guidelines for attendance (attend 75% of meetings). 2. Attend at least 50% of the CE offered sessions to include time in the exhibit hall. 3. Some form of documented attendance to keep on file. Ms. Ryerson seconded the motion. Discussion. No vote taken. Mr. Caliva requested to table until the next meeting.

2018 Meeting Schedule – Mr. Walette reviewed the 2018 meeting schedule with the Board. Discussion of changing the February 14th meeting date to February 7th. Mr. Jones made a motion to accept the schedule as presented with the change of the February meeting from the 14th to the 7th. Ms. Ryerson seconded the motion. Roll call vote as follows: Mr. Caliva – yea, Mr. Jones – yea, Ms. Ryerson – yea, Mr. Wheat – yea; Mr. Chappell, Mr. Deblieux, and Mr. Graziano absent.

The meeting schedule will be posted at the District office.

Ms. Ryerson made a motion to adjourn. Mr. Wheat seconded the motion. Motion passed – all yeas, no nays; Mr. Chappell, Mr. Deblieux, and Mr. Graziano absent.

ATTEST:

Bruce Caliva, Chairman
Tangipahoa Mosquito Abatement District #1

Philip Graziano, Ad-Hoc Secretary
Tangipahoa Mosquito Abatement District #1

Cheri Vining, Recording Secretary
Tangipahoa Mosquito Abatement District #1