

**TANGIPAHOA MOSQUITO ABATEMENT DISTRICT #1  
MINUTES, REGULAR MEETING, DECEMBER 14, 2016**

The regular meeting of the Board of Commissioners, of the Tangipahoa Mosquito Abatement District #1, was held on Wednesday, December 14, 2016 at 6:00 p.m. at the District Office, 15483 Club Deluxe Road, Hammond, LA.

Sunny Ryerson, 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 - present	Bill Wheat – present
Philip Graziano Jr. - absent	

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

Mr. Caliva made a motion to accept the meeting minutes from October 12th. Mr. Jones seconded the motion. Motion passed – all yeas, no nays; Mr. Chappell and Mr. Graziano absent.

**Audit Engagement** – Mr. Caliva made a motion to accept the proposal for Bruce Harrell & Associates to conduct the District’s annual audit. Mr. Deblieux seconded the motion. Roll call vote as follows: Mr. Caliva – yea, Mr. Deblieux – yea, Mr. Jones – yea, Ms. Ryerson – yea, Mr. Wheat - yea; Mr. Chappell and Mr. Graziano absent.

**Fiscal Agent** – Mr. Walette informed the Board that the sealed bid opening for the District’s fiscal agent was November 15th. First NBC Bank was awarded the bid. Mr. Wheat, recused himself from voting, as he is on the board of Florida Parishes Bank.

Mr. Chappell is now in attendance.

Mr. Wheat is no longer in attendance.

After review, Mr. Jones made a motion to accept First NBC Bank as the District’s Fiscal Agent for the period January 1, 2017 through December 31, 2018. Mr. Deblieux seconded the motion. Roll call vote as follows: Mr. Caliva – nay, Mr. Chappell – yea, Mr. Deblieux – yea, Mr. Jones – yea, Ms. Ryerson – yea; Mr. Graziano and Mr. Wheat absent.

Mr. Jones made a motion to authorize Mr. Walette to obtain two cashier’s checks to fund the new accounts with First NBC Bank. One check will be in the amount of \$1,000,000 to fund the operating account and the other check will be in the amount of \$37,310.00 to fund the health account. Mr. Deblieux seconded the motion.

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

Mr. Deblieux made a motion authorizing the District to be issued two credit cards from First NBC Bank and to close the credit card accounts with Florida Parishes Bank. Mr. Jones seconded the motion. Roll call vote as follows: Mr. Caliva – nay, Mr. Chappell – yea,

**Mr. Deblieux – yea, Mr. Jones – yea, Ms. Ryerson – yea; Mr. Graziano and Mr. Wheat absent.**

**Program Update – Mr. Walette provided the update.**

**The District staff attended the Louisiana Mosquito Control Association annual meeting for training and recertification. Blaise Navarro, inspector, gave a presentation at the annual meeting. He was awarded the Steven C. Mayor Operational Achievement Award for the best operation presentation. He received a plaque and a cash award.**

**The annual inspection for the District airplane will be in January.**

**Personnel Committee - The committee provided an update on the progress they have made. They will meet with the District’s legal counsel and report back to the Board at the February meeting with recommendations of policy updates or changes.**

**Budget – Mr. Walette’s recommendation for final revisions to the 2016 Budget was to transfer \$1,000 from the Contractual Services category to Accounting Services and \$6,000 from the Other Operating Supplies & Incidentals category to Other Repairs & Maintenance.**

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

**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 employees receiving ratings of satisfactory and above in 2017 after their anniversary date.**

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

**Holiday Schedule – Parish President Robby Miller has authorized that Parish offices work a split shift on Dec 20 – 22 and Dec 27 – 29. 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 Dec 27 – 29.**

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

**Mr. Caliva made a motion to allow employees to use their vacation time for any other days during that two week period as long as two employees would be at the office each week. Mr. Jones seconded the motion. Roll call vote as follows: Mr. Caliva – yea, Mr. Chappell – yea, Mr. Deblieux – yea, Mr. Jones – yea, Ms. Ryerson – yea; Mr. Graziano and Mr. Wheat absent.**

**2017 Meeting Schedule – Mr. Walette reviewed the 2017 meeting schedule with the Board. The meeting schedule will be posted at the District office.**

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

**ATTEST:**

**/s/Sunny Ryerson, Chairman**

**/s/Philip Graziano, Secretary**

**/s/Cheri Vining, Recording Secretary**

**Tangipahoa Mosquito Abatement District #1**