

# 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, Jr., *Commissioner*  
Dr. Vicki Traina-Dorge, *Commissioner*

### DIRECTOR

Kevin A. Caillouet, *Ph.D., M.S.P.H.*

## MINUTES

### Board of Commissioners Public Hearing November 13, 2018

#### OPEN

The public hearing of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 12:40pm by Chairman David Stuart, in the District office at 62512 Airport Road, Building 23, Slidell, Louisiana.

Present were Dr. A.J. Englande, Jr., Dr. Peter Gerone, Mr. David Stuart, and Dr. Vicki Traina-Dorge, Commissioners; Dr. Ron Francis, Advisor; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director. Mr. Anthony Alfred, Commissioner, and Dr. Bob Lowrie and Dr. Dawn Wesson, Advisors, were absent.

Guests included Dr. Claudia Riegel, Director, Orleans Mosquito and Rodent Control Board and Mr. Jeff North, Adapco.

#### OPEN FLOOR FOR PUBLIC COMMENT ON PROPOSED 2019 OPERATING BUDGET

Chairman Stuart opened the floor for public comment on the proposed 2019 Operating Budget. There was no public comment. (Appendix 1)

#### CLOSE DISCUSSION

The Chairman closed the floor for public comment.

#### ADJOURN

There being no further business, Commissioner Gerone moved to adjourn the meeting at 12:47pm. Commissioner Traina-Dorge seconded the motion. Carried.

Respectfully submitted,

 Peter J. Gerone  
KAC

Peter J. Gerone  
Secretary/Treasurer

#### Appendix

1. 2019 Proposed Operating Budget

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## DIRECTOR

Kevin A. Caillouet, *Ph.D., M.S.P.H.*

## MINUTES

### Board of Commissioners Meeting November 13, 2018

#### 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 Dr. A.J. Englande, Jr., Dr. Peter Gerone, Mr. David Stuart, and Dr. Vicki Traina-Dorge, Commissioners; Dr. Ron Francis, Advisor; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director. Commissioner Anthony Alfred and Advisors Bob Lowrie and Dawn Wesson were absent. Mr. Jeff North of Adapco was a guest at the meeting.

#### PUBLIC COMMENT PERIOD

Chairman Stuart opened the floor for public comment. There was no public comment.

#### MINUTES

The minutes from the October 17, 2018 meeting were presented. Commissioner Englande moved to approve the minutes. Commissioner Traina-Dorge seconded the motion. Carried.

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

Director Caillouet presented and discussed the Treasurer's Report. Before the meeting began, Commissioner Englande reviewed all credit card purchases for the month of October. All credit card accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Alfred will verify the credit card purchases before the January meeting.

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

#### ADOPTION OF 2019 OPERATING BUDGET (Appendix 1)

The Director presented the 2019 Operating Budget for adoption. He noted a \$7,000 additional expense for two-way radios and leased tower space. Projected revenue totaled \$8,491,488 and expenses were estimated at \$11,879,313. The increase in expenses was mainly due to capital construction (\$2.8M), helicopter adulticiding and larviciding lease services (\$275K), and Islander aircraft refurbishment and repair (\$473K).

Commissioner Gerone resolved to adopt the proposed 2019 Operating Budget as presented. Commissioner Traina-Dorge seconded the motion. The motion was put to a vote and carried.

Yeas - 4      Nays - 0      Absent - 1      Abstained - 0

**PESTICIDE BIDS 2019**

In response to the public bid notice, four pesticide bids were received as follows.

Adapco, Inc.	Clarke
Target Speciality Products	Univar

Commissioner Gerone moved to authorize management to review and select the lowest responsive pesticide bid or the most cost effective pesticide bid based on application rates. Commissioner Englande seconded the motion. The motion carried. Management will provide its findings at the January 2019 meeting for Board approval.

**AUDITING SERVICES BIDS 2018**

Two bid proposals were received for auditing services for the year ending December 31, 2018.

Ericksen Krentel CPAs  
Griffin & Furman, LLC

Commissioner Englande resolved that management review each proposal and present the findings at the January meeting. Commissioner Gerone seconded the motion. The motion carried.

**TRAVEL AUTHORIZATIONS 2018**

Chairman Stuart reviewed and verified the Director's 2018 travel expenses. Commissioner Gerone moved to approve the Director's 2018 travel authorizations. Commissioner Traina-Dorge seconded the motion. Carried.

**HEALTHCARE RENEWAL 2019** (Appendix 2)

Due to Affordable Care Act compliant plan regulations, the District's current medical benefit plan is no longer available. United Healthcare provided a renewal replacement plan with comparable healthcare coverage, at a 10.9% reduction in cost. In addition, Group Benefits Administrator Gilsbar furnished five alternatives; however, these medical plans offered reduced benefits and a substantial increase in maximum out of pocket expenses.

Commissioner Traina-Dorge moved to accept United Healthcare's renewal replacement medical plan for 2019. Commissioner Gerone seconded the motion. Carried.

**SALARY RANGE 2019** (Appendix 3)

Director Caillouet presented the 2019 Salary Range Schedule for each position. He proposed a 2.3% cost of living increase for all employees, based on the consumer price index. Employees are also eligible for up to an additional 2.0% increase, based on performance evaluations, unless the employee has reached their maximum salary range.

Commissioner Traina-Dorge moved to accept the 2019 Salary Range Schedule as presented. Commissioner Gerone seconded the motion. Carried.

**PERSONNEL HANDBOOK 2019** (Appendix 4)

Director Caillouet reviewed the 2018 Summary of Personnel Handbook changes. Revisions included types of employment, attendance, annual leave, sick leave, professional conduct/discipline penalties, use/maintenance of equipment and vehicles, fuel purchases, drug testing, location monitoring, and motor vehicle policy/driving records.

Commissioner Gerone moved to approve the Personnel Handbook revisions. Commissioner Traina-Dorge seconded the motion. Carried.

**ADMINISTRATIVE POLICY MANUAL 2019**

The Director reported that the Administrative Policy Manual will be annually reviewed and updated.

**CLARKE AGREEMENT TO BILL AND HOLD CHEMICALS**

Director Caillouet spoke with Sean Healy of Clarke regarding the purchase and storage of the ground aduicide Duet. Clarke agreed to warehouse, pay storage facility costs, coordinate shipping, and maintain chemical and facility insurance coverage for Duet. The Director asked the Board to approve an agreement with Clarke for acquisition and storage of Duet.

Commissioner Englande moved to enter an agreement with Clarke Mosquito Control for the purchase and storage of Duet, pending contract review by Legal Counsel Abdalla. Commissioner Traina-Dorge seconded the motion. Carried.

**BOARD APPROVALS**

a. **Travel**

**LMCA Annual Meeting, December 4-6, Lafayette, LA**

The Director distributed hotel accommodations and per diem for those attending the meeting.

**AMCA Annual Meeting, February 25-March 1, Orlando, FL**

The AMCA Annual Meeting will be held in Orlando, Florida, February 25-March 1. The Board expressed interest in attending the meeting. Travel, registration, and hotel accommodations were discussed.

**b. Contracts**

**Innovative Turbine Aircraft Solutions, Inc.**

The Director requested Board approval for a contract with Innovative Turbine Aircraft Solutions to provide continuous inspections and general repairs for the Twin Otter and Islander aircrafts. Legal Counsel Abdalla has reviewed and approved the contract, for the period beginning October 1, 2018 and ending September 30, 2019.

Commissioner Gerone moved to accept the contract with Innovative Turbine Aircraft Solutions. Commissioner Traina-Dorge seconded the motion. Carried.

**DIRECTOR'S TIME CARD AND LEAVE**

Chairman Stuart reviewed and approved the Director's time card and leave for October 1-October 31, 2018. Commissioner Gerone moved to accept the Director's time card as presented. Commissioner Traina-Dorge seconded the motion. Carried.

**MOSQUITO CONTROL REPORT**

Assistant Director Smotherman reported ground larviciding operations treated 5,087 acres this season and ground ULV adulticiding trucks sprayed 1,513,411 acres. One mosquito pool returned positive for West Nile virus in late October. The minimum infection rate for West Nile virus remains low.

**ADJOURN**

There being no further business, Commissioner Trainia-Dorge moved to adjourn the meeting at 1:47pm. Commissioner Englande seconded the motion. Carried.

Respectfully submitted,

*Peter J. Gerone* <sub>ICAC</sub>

Peter J. Gerone  
Secretary/Treasurer

**Appendix**

1. Proposed 2019 Operating Budget
2. Healthcare Renewal
3. Salary Range
4. Personnel Handbook

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### RESOLUTION

The following resolution was offered by Dr. Peter Gerone and seconded by Dr. Vicki Traina-Dorge.

"THAT the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, adopt the Proposed 2019 Budget, as presented on November 13, 2018

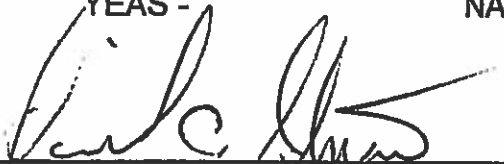
AND that the Director is authorized to make changes within the various budget classifications as is necessary for the efficient operation of the District insofar as there is no increase in the total budget amount."


The resolution having been submitted to a vote, the vote was as follow:

YEAS -

NAYS -

ABSENCES -

  
\_\_\_\_\_  
David C. Stuart, Chairman

  
\_\_\_\_\_  
Dr. Peter J. Gerone, Secretary/Treasurer