

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*

MINUTES

Board of Commissioners Meeting
February 20, 2019

DIRECTOR

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

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 1:02pm 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. Ron Francis and Dr. Bob Lowrie, Advisors; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director. Advisor Dawn Wesson was absent.

PUBLIC COMMENT PERIOD

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

MINUTES

The minutes from the January 16 meeting were presented. Commissioner Alfred moved to approve the minutes. Commissioner Traina-Dorge seconded the motion. Commissioner Englande abstained, because he was not present at the January meeting. The motion carried.

TREASURER'S REPORT AND CREDIT CARD PURCHASES

Director Caillouet presented and discussed the Treasurer's Report. At Advisor Francis' request, Director Caillouet contacted the District's fiscal agent to explore current Certificate of Deposit (CD) rates. Since the variable interest rate offered by the bank will likely exceed the CD interest rate, both parties agreed not to invest in a CD at this time.

The Director reported that the Raymond James investment returns are no longer substantial and proposed closing the account and transferring the funds into the LAMP account.

Commissioner Alfred made a motion to close the Raymond James investment account. Commissioner Gerone seconded the motion. Carried. Commissioner Gerone further moved to deposit the funds from the Raymond James investment account into the LAMP account. Commissioner Alfred seconded the motion. Carried.

Commissioner Traina-Dorge reviewed all credit card purchases for January. All credit card accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioners Gerone and Stuart will verify the credit card purchases before the March meeting.

Commissioner Gerone moved to accept the Treasurer's Report and the credit card reconciliation for January 2019. Commissioner Traina-Dorge seconded the motion. Carried.

ANNUAL REPORT - 2018

The Board commended the Director on the 2018 Annual Report. The Director then acknowledged the hard work of the agency's department supervisors. Commissioner Alfred moved to accept the 2018 Annual Report and expressed a debt of support to the Director and the District. Commissioner Gerone seconded the motion. Carried.

DIRECTOR'S PERFORMANCE EVALUATION - 2018

Chairman Stuart moved to deviate from the agenda, so the Board can enter Executive Session at the end of the meeting to discuss the Director's performance evaluation. The Board concurred.

BIDS - SURPLUS PROPERTY - FURNITURE & EQUIPMENT

One bid was received for the following surplus furniture and equipment:

Karl Hano

Desk #5 - \$26.00

Desk #6 - \$26.00

Three (3) brown leather chairs - \$5.00 each

Two (2) black chairs - \$5.00 each

Lateral filing cabinet - \$26.00

Troy-Bilt generator - \$101.00

Commissioner Alfred moved to accept the bid for surplus furniture and equipment. Commissioner Traina-Dorge seconded the motion. Carried.

PUBLIC NOTICE FOR SALE OF ADDITIONAL SURPLUS PROPERTY (Appendix 1)

Assistant Director Smotherman provided a list of additional surplus items, with proposed minimum bids. He requested Board approval to place a public notice for bids in the official journal, with bids opened and awarded at the March 20 meeting.

Commissioner Traina-Dorge moved to approve the sale of additional surplus property, at the proposed minimum bid prices. Commissioner Englande seconded the motion. Carried.

PUBLIC NOTICE FOR SALE OF 11 DISTRICT VEHICLES (Appendix 2)

The Assistant Director provided a table of vehicles and proposed minimum bid prices derived from the NADA Blue Book value, less 25%. Most of the trucks are former larvicide vehicles recently replaced by Jeep Wranglers. Although 11 trucks were presented, the 2010 Ford Ranger will be retained, due to its low mileage.

Commissioner Gerone moved to approve the sale of District vehicles, as amended, at the minimum bid prices presented. Commissioner Traina-Dorge seconded the motion. Carried.

INSURANCE REVIEW SUBCOMMITTEE

The Director requested a review of current insurance policies to analyze, evaluate and determine if existing policies are essential and sufficient. Chairman Stuart, Legal Counsel Abdalla and the Director will serve on this subcommittee.

BOARDS AND COMMISSIONERS MANUAL-EXECUTE AND NOTARIZE AFFIDAVIT ACKNOWLEDGMENTS

The Board executed Affidavits of Acknowledgment and Receipt for the St. Tammany Parish Boards and Commissions Manual. Legal Counsel Abdalla notarized each affidavit.

ANNUAL COMPLIANCE ACKNOWLEDGMENTS

Business Ethics Policy, Sexual Harassment Training, Ethics Training Certificates

Board members are required to satisfy annual Louisiana Legislative Auditor requirements acknowledging adherence to the Louisiana Board of Ethics Training, Sexual Harassment Training, and Business Ethics. Commissioners who completed the annual compliance provided executed acknowledgment statements.

BOARD APPROVALS

A. Travel

AMCA Annual Meeting, February 25-March 1, Orlando, FL - Travel preauthorization forms were signed, per diem and travel documents provided, and agendas and sponsored events briefly reviewed by the Director.

Commissioner Alfred moved to approve AMCA Annual Meeting travel for himself, Commissioners Englande, Gerone and Stuart, and Director Caillouet.

LMCA Spring Workshop, March 19-20, Baton Rouge, LA - The Director reported that the LMCA Spring Workshop will be held in Baton Rouge, March 19-20. Two new employees will be attending the workshop.

B. Contracts - Pilot-in-Command Training - Aerial Contract Amendment (Appendix 3)

The contract copilot's Aerial Contract for Mosquito Control was revised to include ground time training (\$30/hour) and daytime flight training (\$66.97/hour). This amendment will enable contract copilots to perform daytime training missions to log enough hours to serve as pilot-in-command for the District's aircraft.

Commissioner Gerone moved to approve the amended Aerial Contract for Mosquito Control. Commissioner Englande seconded the motion. Carried.

C. Director's Time Card - The Director presented his time card for January 1 - February 16, 2019. Commissioner Alfred made a motion to approve the Director's time card. Commissioner Englande seconded the motion. Carried.

MOSQUITO CONTROL REPORT

Assistant Director Smotherman reported that spring treatment of floodwater habitat utilizing Altosid briquets is underway. Winter preventive maintenance for the adulticiding fleet continues. Blackstar Helicopter performed calibrations to determine the flow rate through a granular applicator. The District initiated a mosquito fish program, also known as Gambusia, for distribution to residents to control larvae in backyard water bodies such as neglected swimming pools, fountains and ponds. Media & Outreach Specialist Jennifer Bushnell is developing a card for larviciders and night drivers to distribute to the public, as needed. These cards will address the most commonly asked questions and provide contact information.

Director Caillouet reported that he and Lab Manager/Entomologist Nick DeLisi recently attended the Tri-parish Beekeepers meeting. Copies of the newly created "Managing Mosquitoes While Protecting Pollinators" brochure were distributed and beekeeper questions addressed. A presentation before the Sierra Club is scheduled for February 24. Mandeville resident Terri Stevens recently toured the facility to learn more about the District's mosquito management program.

DIRECTOR'S PERFORMANCE EVALUATION - 2018

Chairman Stuart called for a motion to enter an Executive Session to discuss the Director's performance evaluation for 2018. Commissioner Alfred so moved and Commissioner Englande seconded the motion. The meeting moved into Executive Session at 1:50pm.

Commissioner Traina-Dorge made a motion to close the Executive Session and resume the regular meeting at 1:59pm. Commissioner Englande seconded the motion. Carried.

Chairman Stuart stated that the Director's performance evaluation will be tabled until the March 20 meeting, in order to provide Commissioners Englande and Traina-Dorge the opportunity to evaluate the Director's job performance.

ADJOURN

There being no further business, Commissioner Alfred moved to adjourn the meeting at 2:02pm. Commissioner Gerone seconded the motion. Carried.

Respectfully submitted,

Peter J. Gerone
KAC

Peter J. Gerone
Secretary/Treasurer

Appendix

1. Sale of Surplus Property
2. Sale of District Vehicles