

# 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 Meeting March 20, 2019

#### OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 12:56pm 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, Dr. Bob Lowrie, and Dr. Dawn Wesson, Advisors; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director.

#### PUBLIC COMMENT PERIOD

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

#### MINUTES

The minutes from the February 20 meeting were presented. Commissioner Alfred moved to approve the minutes. Commissioner Englande seconded the motion. The motion carried.

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

Director Caillouet presented and discussed the Treasurer's Report. Commissioners Gerone and Stuart reviewed all credit card purchases for February. Chairman Stuart stated that credit card accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Englande will verify the credit card purchases before the April meeting.

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

#### COMPLIANCE QUESTIONNAIRE FOR AUDITOR (Appendix 1)

Chairman Stuart set forth the Annual Compliance Questionnaire for Audit Engagements of Government Entities and presented the Resolution for consideration. Commissioner Alfred moved to adopt the resolution and Commissioner Gerone seconded the motion. The motion carried.

#### ANNOUNCEMENT OF 2019 MILLAGE RATE ADOPTION ON APRIL 17, 2019

Chairman Stuart announced that the St. Tammany Parish Mosquito Abatement District Board of Commissioners will formally adopt its 2019 millage rate at the April 17 public meeting.

**BIDS - SALE OF DISTRICT VEHICLES**

Chairman Stuart received and opened sealed bids for ten District vehicles. Bids were received from Abby Durham, Freddie Johnson Jr., Lynn's Enterprise, Rickey Boudreaux, Joshua Camper, and Jeanne Gagliano.

Commissioner Alfred moved to grant authority to the Director to review and select the highest and most responsive bid. Commissioner Gerone seconded the motion. Carried.

**BIDS - SALE OF SURPLUS ITEMS**

One sealed surplus item bid was received as follows:

Abby Durham  
Lincoln Electric Welder Generator  
\$1,678.00

Commissioner Traina-Dorge moved to award the bid to Abby Durham. Commissioner Alfred seconded the motion. Carried.

**BIDS - JET FUEL**

One sealed bid for jet fuel was received from Sun Coast Resources, Inc. Commissioner Traina-Dorge moved to table this item until the April 17 meeting, to provide ample time for the Director to review the bid pricing structure and components. Commissioner Englande seconded the motion. Carried.

**BOARD APPROVALS**

**A. Travel**

**AMCA Post Travel Authorizations** (Appendix 2)

Director Caillouet reviewed the AMCA Annual Meeting summary of expenses. The cost for transportation, lodging, registration, parking and per diem totaled \$18,390 or \$1,710 per person. Post travel authorization forms were signed and approved.

The Director sought Board approval for one additional day of lodging and airport parking for Commissioner Englande. Commissioner Englande traveled to the conference the afternoon before the meeting began. Since his travel was meeting related, Commissioner Gerone moved to approve the additional expenses totaling \$243.56. Commissioner Traina-Dorge seconded the motion. The motion carried.

**Board of Commissioners Travel Authorizations** (Appendix 3)

Director Caillouet presented a travel request form that will provide greater clarity in planning future business travel arrangements.

**B. Contracts** - The Director stated there were no contracts for consideration.

**C. Director's Time Card** - The Director presented his time card for February 17-March 16, 2019. Commissioner Englande moved to approve the Director's time card. Commissioner Alfred seconded the motion. Carried.

### **GIS/IT POSITION UPDATE**

Director Caillouet reported that in January the GIS position was offered to a candidate residing in New York. Employment was scheduled to begin by March 15; however, the new hire failed to show up. Following an exchange of emails, the Director rescinded the employment offer.

The Director stated that three particular skill sets are needed: Information Technology (IT), Geographic Information Systems (GIS), and computer coding/programming. A subsequent search will begin for qualified job applicants. Commissioner Englande suggested possibly hiring an intern from a local university.

### **MOSQUITO CONTROL REPORT**

Assistant Director Smotherman provided a brief review of 2018 operations.

- ▶ 30,923 larval inspections
- ▶ 11,132 miles of septic ditches treated
- ▶ 1,871 traps nights
- ▶ 772,402 mosquitoes collected
- ▶ 228,853 mosquitoes pooled for encephalitis testing
- ▶ 4,984 mosquito pools submitted for encephalitis testing, with 66 infected
- ▶ 1,501 ground adulticide night missions, treating more than 41k miles
- ▶ 51 aerial adulticide night missions, treating more than 1,058,257 acres

He further provided a review of February and March activities that included annual compliance and staff training (policies, mosquito biology, practical demonstrations), LWCC modular safety training, Blackstar Helicopter swath testing, LLA Millage Workshop, LMCA Spring Workshop, LMCA Board of Directors Meeting, Aerial A&P Conference, AMCA Annual Meeting, Sierra Club and Money Hill presentations, and Northshore Garden & Plant Sale participation.

### **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 Traina-Dorge seconded the motion. The Board moved into Executive Session at 1:50pm.

Commissioner Englande made a motion to close the Executive Session and resume the regular meeting at 1:58pm. Commissioner Gerone seconded the motion. Carried.

Chairman Stuart stated the Board unanimously agreed that Director Caillouet's job performance is outstanding. Commissioner Gerone moved to award the Director the across the board 2.3% cost of living increase, and a 2.0% performance evaluation increase, based upon established procedures for salary increase guidelines. Commissioner Englande seconded the motion. Carried.

**ADJOURN**

There being no further business, Commissioner Alfred moved to adjourn the meeting at 2:08pm. Commissioner Gerone seconded the motion. Carried.

Respectfully submitted,

*Dr. Peter Gerone*  
*ICAC*

Peter J. Gerone  
Secretary/Treasurer

**Appendix**

1. Compliance Questionnaire and Resolution
2. AMCA Annual Meeting Expenses
3. Board of Commissioners Travel Form