

# 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 Meeting April 17, 2019

#### OPEN

The public meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 12:58pm 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 and Dr. Bob Lowrie, Advisors; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director. Commissioner Anthony Alfred and Advisor Dawn Wesson were absent from the meeting. Jennifer Bushnell, Media & Outreach Specialist and Chad Simon, Accounting Manager were guests at the meeting.

#### PUBLIC COMMENT PERIOD

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

#### MINUTES

The minutes from the March 20 meeting were presented. Commissioner Englande moved to approve the minutes. Commissioner Traina-Dorge seconded the motion. The motion carried.

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

Director Caillouet presented and discussed the Treasurer's Report. Commissioner Englande reviewed all credit card purchases for March. Commissioner Englande reported that credit card accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Alfred will verify the credit card purchases before the May meeting.

Commissioner Englande moved to accept the Treasurer's Report and the credit card reconciliation for March 2019. Commissioner Gerone seconded the motion. Carried.

#### 2019 FIVE-YEAR FINANCIAL PROJECTION (Appendix I)

Accounting Manager Chad Simon reviewed the five-year revenue and expenses projection. A review of the past ten years indicates a conservative projection assumption of 2.2% annualized growth in ad valorem taxes, with 6.0% annualized growth in expenses. He also outlined anticipated revenue and expenses through 2028, when the District will seek a ten-year property tax renewal to continue parishwide mosquito control operations.

Following the financial projection review, Director Caillouet and Accounting Manager Simon recommended that the Board roll back the current 4.05 mils to 3.9 mils, to be levied on the 2019 tax rolls.

Commissioner Gerone moved to accept the five-year financial projection. Commissioner Traina-Dorge seconded the motion. Carried

**PUBLIC COMMENT PERIOD - ADOPTION OF 2019 MILLAGE RATE**

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

**RESOLUTION TO ADOPT MILLAGE FOR 2019 TAX ROLLS** (Appendix 2 and 3)

Chairman Stuart read the Millage Resolution to adopt the 2019 millage, rolled back to 3.9 mils, to be levied on all property subject to taxation. The motion to adopt the 2019 millage rate of 3.9 mils passed with Commissioners Englande, Gerone, Stuart and Traina-Dorge voting in favor of the resolution. Commissioner Alfred was absent.

YEAS: 4      NAYS: 0      ABSTAINED: 0      ABSENT: 1

Chairman Stuart then presented the Millage Affidavit. The document was executed by Director Caillouet and notarized by Legal Counsel Abdalla.

**QUARTERLY VS. MONTHLY REPORTS AND FORMATTING CHANGES** (Appendix 4)

Media & Outreach Specialist Jennifer Bushnell reviewed the first edition of the Quarterly Report. The *Message from the Director* will highlight the District's accomplishments and activities. The report will also recap quarterly mosquito abundance, control measures, snapshots of operations, field reporting, laboratory updates, arbovirus surveillance, an employee spotlight, and new District projects.

The newly formatted monthly report will provide a summary of mosquito control operations, including current WNV threat levels, nuisance levels, spray missions, acres sprayed, labor hours, the Director's Report and the Treasurer's Report.

**RESOLUTION OF AUTHORITY - RAYMOND JAMES**

Director Caillouet reported that he was unable to close the Raymond James investment account because he does not currently have authority to oversee the account. Raymond James requested that the Board adopt a Resolution of Authority granting the Director authorization to conduct all financial matters relating to the Raymond James investment account.

Commissioner Traina-Dorge resolved granting Director Caillouet authority to manage and close the Raymond James investment account. Commissioner Gerone seconded the motion. Carried.

### **SURPLUS PROPERTY ZERO VALUE RESOLUTION**

Assistant Director Smotherman reported that the attorney for the Louisiana Legislative Auditor recommended that the Board pass a resolution declaring any unsold remaining surplus property at zero value. After the District has satisfied the demands of the public bid process, and then attempted to sell the surplus property via electronic technology, at a price commensurate with the fair market value of the property, at that point the surplus property can be deemed zero value.

Commissioner Traina-Dorge resolved that once the District has legally complied with the public bid process, and subsequently attempted to sell surplus property, at the minimum bid price, through an internet website, thereby exhausting all means of lawful surplus property disposal, then authority is granted to the Director to declare the unsold surplus property of zero value and determine the best means to dispose of the surplus items. Commissioner Gerone seconded the motion. Carried.

### **FIREPROOF FILE CABINETS ZERO VALUE DECLARATION AND DISPOSAL**

The Assistant Director asked the Board to declare the surplus fireproof file cabinets zero value, because of the potential health hazard from gypsum and cement discharged when closing the file drawers. Legal Counsel Abdalla requested tabling this item, to investigate the legal process for disposition of surplus property deemed unsaleable and potentially hazardous.

### **NEW FULL-TIME POSITION-PROGRAMMER** (Appendix 5)

The Director stated that there is currently a need for general IT troubleshooting, GIS, and computer coding/programming. He presented a job description and sought Board approval for a programmer to perform computer programming tasks for data processing, automation and analysis.

Commissioner Traina-Dorge moved to approve a new full-time programmer position. Commissioner Englande seconded the motion. Carried.

### **INTEGRATED MOSQUITO MANAGEMENT (IMM) PLAN** (Appendix 6)

Director Caillouet presented the District's updated Integrated Mosquito Management Plan. The IMM addresses arbovirus surveillance, public information, source reduction, insecticide applications, and virus response plans. This item was tabled until the May meeting, to provide ample time for Board review.

### **SEWAGE INFRASTRUCTURE REFORM ADVOCACY**

Chairman Stuart, Commissioner Englande, Director Caillouet and Media & Outreach Specialist Bushnell recently met with St. Tammany Parish President Pat Brister, Council Chairman Michael Lorino, and Council Vice Chair Gene Bellisario to discuss sewage infrastructure reform. At this time a clear solution and adequate funding remain unclear; however, the Parish will work to identify specific grants to address this issue.

### **HELICOPTER ASSESSMENT AND OUTREACH PLAN**

Director Caillouet reported that the first helicopter marsh larvicide mission, utilizing *Bti* granules, resulted in an 80% reduction in larvae within 24 hours. The helicopter pilot program will begin in mid-May, in the Tammany Hills subdivision, over a 30-day evaluation period. A fine mist of water-dispersible *Bti* will be applied over 2,000 homes and analyzed for efficacy. Ozone Woods was selected as the assessment control site, because of environmental similarities.

Media & Outreach Specialist Bushnell reviewed the helicopter assessment launching timeline, which includes parish, residents and media notification. Helicopter larviciding treatments will prevent larvae from developing into adult mosquitoes, effectively treat areas with high concentrations of *West Nile virus* and container breeding mosquitoes, provide greater access to woodland and marsh habitats, use environmentally friendly products with minimal impact on non-target species, and reach areas with the greatest health threats.

### **JET FUEL BID**

Assistant Director Smotherman reported that the District received one bid as follows:

#### **Sun Coast Resources**

Margin +.4625 per gallon over wholesale price, includes delivery, based on 2,000 gallon minimum, plus federal and state taxes, and a \$90.00 demurrage charge, if applicable.

Commissioner Gerone moved to award the bid for jet fuel to Sun Coast Resources. Commissioner Englande seconded the motion. Carried.

### **BOARD APPROVALS**

#### **A. Travel - None**

**B. Contracts** - Director Caillouet requested Board approval to contract GIS services on a project-to-project basis with Carlos Stich, at a rate of \$40.00/hour. A Scope of Work will be created for each project detailing the expectations for the job and projected hours for completion. Legal Counsel Abdalla stated that he reviewed the contract and had no legal objection.

Commissioner Traina-Dorge moved to enter a contract with Carlos Stich for GIS services. Commissioner Englande seconded the motion. Carried.

**C. Director's Time Card** - The Director presented his time card for March 17-April 13, 2019. Commissioner Traina-Dorge moved to approve the Director's time card. Commissioner Gerone seconded the motion. Carried.

### MOSQUITO CONTROL REPORT

Assistant Director Smotherman reviewed operational highlights and upcoming events.

- ▶ Helicopter *Bti* granule swath width test and aerial larvicide evaluation plan
- ▶ Service requests workflow streamlined through the website
- ▶ Aerial adulticide operations initiated for the 2019 season
- ▶ Presentations: Advanced Medical Entomologists, Water Quality Task Force, Where Do Your Tax Dollars Go, Aquatic Insect Ecology at NASA, St. Tammany Parish Council, Lake Ramsey Magnolia Trace Elementary, and Little Pearl Elementary
- ▶ GIS lectures at Tulane
- ▶ Pesticide Resistance Testing practices at New Orleans Mosquito & Termite Board
- ▶ Statewide Insecticide Resistance Program participation
- ▶ CDC site visit with LDH
- ▶ Sewage Reform meeting with LDH Chief of Sanitarians
- ▶ Helicopter Media Demonstration Day
- ▶ New Orleans Mosquito Academy
- ▶ Two part-time, seasonal night drivers hired

The District also conducted Operation Pop-A-Top in Tammany Hills Subdivision to inspect septic system access points to determine if mosquitoes are able to enter and potentially breed in these systems. Of the 60 septic systems surveyed, 22% had visible breaks, crevices, or cracks.

### ADJOURN

There being no further business, Commissioner Gerone moved to adjourn the meeting at 2:52pm. Commissioner Englande seconded the motion. Carried.

Respectfully submitted,

  
ICAE

Peter J. Gerone  
Secretary/Treasurer

### Appendix

1. Five-Year Financial Projection
2. Millage Resolution
3. Millage Affidavit
4. Quarterly Report
5. Programmer Job Description
6. IMM Plan