

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting February 21, 2024

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 1:03 p.m. by Commissioner Vicki Traina-Dorge, at the St. Tammany Parish Mosquito Abatement District, 62436 Airport Road, Slidell, LA.

Present were Dr. Vicki Traina-Dorge, Ms. Kathryn Townsend, Ms. Terri Lewis Stevens, Mr. Glen Boyer, and Mr. Jacob Groby, Commissioners; Legal Advisor, Jake Abdalla; Dr. Kevin Caillouet, Director; Mr. Chad Simon, Accounting Manager; Mr. Calvin Smotherman, Assistant Director, and Mrs. Sarah Malasovich, Office Manager. Advisor Dr. Dawn Wesson joined the meeting remotely. Also present was Mr. Chris Pinell, C.P.A., C.I.T.P., C.F.E., M.B.A., of Pinell and Martinez.

PUBLIC COMMENT PERIOD

Commissioner Traina-Dorge opened the floor for public comment. There were no members of the public present.

NEW COMMISSIONER INDUCTION

Commissioner Traina-Dorge welcomed and recognized Mr. Glen Boyer and Mr. Jacob Groby to the Board of Commissioners.

ELECTION OF THE BOARD OF COMMISSIONER POSITIONS

Chairperson Vicki Traina-Dorge nominated Commissioner Kathryn Townsend to the role of Vice Chairperson. Commissioner Boyer seconded that nomination and it passed unanimously. Commissioner Townsend then nominated Commissioner Stevens to the role of Secretary/Treasurer, seconded by Chairperson Traina-Dorge, and passed unanimously. Mr. Boyer and Mr. Groby then introduced themselves.

ENHANCED AUDIT PROCEDURES

Mr. Pinell of Pinell and Martinez began by explaining his role in performing the audit on the District. With regard to issues some other local municipalities are experiencing with fraud, the District wants to confirm the audit process as well as the controls in place to prohibit fraud or other theft. Mr. Pinell described the process of the audit, including testing procedures of numerous transactions. Commissioner Stevens iterated her desire to prove in all possible ways that the District operates above reproach, and requested that the auditor provide a list of additional areas wherein additional testing could be done over the course of the 2023 audit and possibly the next several audit cycles. Commissioner Groby mentioned that disclosure of copies of each charge would help confirm the transparency and the accountability of the District and Board. Director Caillouet confirmed additional controls the District has put into place to ensure additional layers of protection from fraud. Mr. Pinell will review the 2023 audit with the Board the summer of 2024. Commissioner Stevens requested whether the 2022 material should be re-tested in an effort of additional transparency. Mr. Pinell stated that testing could be done for credit card and disbursements from 2022 to help confirm reports are significant. Mr. Pinell agreed that such an engagement could happen following the timeline of the existing audit agreed-upon procedures.

BOARD APPROVALS

1. Minutes (Appendix 1) – The minutes from the January 17, 2024 meeting were presented. Chairperson Traina-Dorge called for a motion to approve those minutes. Commissioner Townsend so moved, seconded by Commissioner Stevens, carried.
2. Credit Card Purchases – Commissioner Stevens reviewed all credit card purchases for the month of January, 2024. All charge accounts were found reasonable, accurate and consistent with District purchasing policies.

Commissioner Townsend moved to approve the credit card purchases review as presented, seconded by Commissioner Groby, carried.

3. Travel – Director Caillouet reiterated that the AMCA meeting in March is available to any Commissioner who wants to attend. Advisor Wesson mentioned an upcoming meeting in New Orleans for the American Society of Tropical Medicine and Hygiene (ASTMH).
4. Director’s Time Card and Leave (January 14 – February 17, 2024) (Appendix 2) – Chairperson Traina-Dorge reviewed the Director’s time card and leave for January 14, 2024 through February 17, 2024. Chairperson Traina-Dorge called for a motion to approve the Director’s time card and leave. Commissioner Townsend so moved, seconded by Commissioner Stevens, and carried.
5. Bids
 - a. Purchase of Jet Fuel (Appendix 3 & 4)– Two bids were received for the purchasing of jet fuel, from Suncoast Resources and from Campbell Oil Company. The District will review and advise the Board at the March meeting regarding the comparison of these bids.
6. Contracts –
 - a. Commercial Casualty Insurance (Appendix 5) – the package of insurance renews as of 03/01/2024. Quotes for Commercial Liability (\$131,177.83), Excess Liability (\$65,278.56) and Public Officials (\$6,330) were presented. Additional quotes are expected within the next week.
 - b. Aircraft Hull and Liability (Appendix 6) – will review at the March 2024 board meeting.
 - c. High Limit Life (Appendix 7) – for pilot Charles Hollis (\$3,644)
 - d. LWCC Workers’ Compensation Insurance Renewal (Appendix 8) (\$125,468)
 - e. Frontier Precision Annual Maintenance Renewal (Appendix 9) (\$13,665)
 - f. ESRI Image Analyst Renewal (Appendix 10) (approximately \$1,500)
 - g. Door Access and Security Camera Equipment - will review in March 2024 board meeting.
 - h. Audit Compliance Questionnaire (Appendix 11) – was reviewed and signed by the Officers.

After reviewing each contract, Director Caillouet asked if there are any questions. Commissioner Stevens asked if the insurance coverage is “shopped” by multiple carriers. Director Caillouet affirmed that the broker does this. Chairperson Traina-Dorge asked for a motion to approve all contracts. Commissioner Townsend so moved, seconded by Commissioner Stevens, and carried.

OLD BUSINESS

1. Campus Expansion Update – Occupancy of the Operations Building is official as of the end of January. Director Caillouet reviewed the process of determining the need for expansion and updating of the existing property. The renovation of the Administrative Building is scheduled for completion in June 2024. The Director presented a change order with estimates for two new construction components requested, including a paved area off of the Operations Building and a security door in the vestibule of the Administrative Building. These changes have an estimated total of \$80,382. Commissioner Townsend moved to accept the change order, seconded by Commissioner Boyer, carried.
2. Public Sale – Postponed to March 2024 meeting

NEW BUSINESS

1. Treasurer’s Report (Appendix 12) - Accounting Manager Simon presented the Treasurer’s Report, summarizing January disbursements, revenue, and vendor payments and reviewed the balances of the accounts,

highlighting some larger dollar income and expenses. Commissioner Groby asked what the fiscal calendar is for the District, which is January-December (calendar year). Commissioner Boyer asked about the rent fees, which reflect the agreement between the District and the City of Slidell Airport for tie-down use. Discussion ensued, including questions regarding the process of selecting a bank entity for the District. That process was described by Accounting Manager Simon and Director Caillouet. Chairperson Traina-Dorge called for a motion to approve the Treasurer’s Report. Commissioner Townsend so moved, seconded by Commissioner Stevens, and carried.

2. Integrated Mosquito Management Plan^(Appendix 13) – Director Caillouet explained that the Integrated Mosquito Management Plan (IMM) is presented annually and submitted to the public for review as well, prior to being voted on in the March board meeting. He further highlighted two significant changes including pre- and post- data that treatments were ineffective, and to lower thresholds in areas that receive fewer treatments to allow all residents to be treated at least some times to keep treatments more fairly distributed across the parish. Additionally, Director Caillouet discussed a pilot program to do trapping by trucks. Commissioner Stevens suggested a comment form online as well to request feedback on frequency of treatment. Commissioner Boyer also suggested that the District provide a document for the “non-scientific” reader. Commissioner Traina-Dorge suggested a condensed version might serve this purpose.
3. Cost-sharing Onsite Sewer Disposal System Pilot Study^(Appendix 14) – Director Caillouet researched information regarding legality and funding for this potential project. Commissioner Stevens discussed the need identified within the parish, as she is aware from participating in a related task force, suggesting a cooperative endeavor might use funds available from the District for this project. Director Caillouet asked Legal Advisor Jake Abdullah to review this and determine if this is within the purview of the District in light of the potential reduction of the source of some of the mosquito population. Discussion ensued, including discussion of parameters and expectations for limits to initiate this program, and regarding the long-term implications. Commissioner Groby suggested that the parish also engage the St. Tammany Parish Homebuilders Association for participation as well. The board agreed to consider this potential agreement and reconvene discussion at the March board meeting.
4. Commissioner’s Annual Training Compliance – Director Caillouet discussed the annual compliance requirements of each board member and the associated deadlines, requesting that all completion certificates be emailed or brought to the District when complete.
5. Calendar of Events – The Director reviewed recent operational highlights and upcoming events:
 - STPMAD Board of Commissioners Meetings
 - CDC Sewage Modelling
 - Meeting with Molecular Biologist
 - Construction Meetings
 - Board of Commissioner Appreciation Brunch/All Hands Meeting
 - New Building Operations Training
 - LiDAR Project
 - UF Research Planning
 - Leadership St. Tammany Classes
 - Undertreated Wastewater Task Force Meetings
 - STPMAD Staff Meetings
 - Credit Card Procedures Review
 - Meeting with Chris Pinell
 - Mardi Gras and President’s Day Holidays

- Acetylcholinesterase Monitoring Meetings
- GIS District Meeting
- University of Miami Modelling Meetings
- Training Day Planning Meetings
- AMCA Annual Meeting
- Vector-Born Disease Modelling Worksop
- PT Larviciders & Night Drivers Return/Training Days
- Abita Elementary Bug Fest
- Fifth Ward Elementary Stem Night
- Pineview Elementary Stem Night

Executive Session – Director’s Performance Evaluation – The Executive Session is postponed until the March board meeting. Chairperson Traina-Dorge reviewed the evaluation process for the board members and requested to know whether they need to be summarized or if they can be reviewed individually. Each commissioner will submit their reviews to Chairperson Traina-Dorge if they choose to submit information, and the board will discuss under Executive Session. Director Caillouet will distribute his review form and self-evaluation to each board member in advance of that meeting.

ADJOURN

There being no further business, the meeting was adjourned at 3:12 p.m. on a motion by Commissioner Groby, seconded by Commissioner Boyer, and carried.

Respectfully submitted,



Terri Lewis Stevens
Secretary/Treasurer

- Appendix 1 – January 17, 2024 Minutes
- Appendix 2 – Director’s Time Card (January 14, 2024 – February 17, 2024)
- Appendix 3 – Jet Fuel Bid from Suncoast Resources
- Appendix 4 – Jet Fuel Bid from Campbell Oil Company
- Appendix 5 – Commercial Casualty Insurance Applications
- Appendix 6 – Aircraft Hull and Liability Renewal
- Appendix 7 – High Limit Pilot Life Insurance Renewal
- Appendix 8 – Worker’s Compensation Insurance Renewal
- Appendix 9 – Frontier Precision Renewal Contract
- Appendix 10 – ESRI Imaging Contract
- Appendix 11 – Audit Compliance Questionnaire
- Appendix 12 – Treasurer’s Report
- Appendix 13 – Integrated Mosquito Management Plan Draft
- Appendix 14 – Cost-sharing Onsite Sewer Disposal System Pilot Study