

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting January 15, 2020

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 1:11pm 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; and Dr. Kevin Caillouet, Director. Assistant Director Calvin Smotherman was absent.

PUBLIC COMMENT PERIOD

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

MINUTES

The minutes from the November 19 public hearing and regular 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

Commissioner Englande reviewed all credit card purchases for November and December 2019 and reported that credit card accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Alfred will verify all credit card purchases before the February meeting. Commissioner Englande moved to approve the credit card review. Commissioner Gerone seconded the motion. Carried.

Director Caillouet presented and reviewed the year-end Treasurer's Report. Commissioner Gerone moved to accept the Treasurer's Report. Commissioner Alfred seconded the motion. Carried.

ANNUAL REPORT - 2019 (Appendix 1)

Director Caillouet summarized four notable achievements during the year 2019: the evaluation of helicopter applications of larvicides and adulticides, new protocols to better quantify insecticide resistance, increased knowledge of *Mansonia* ecology, and enhanced public service communication strategies. In addition, District personnel presented five papers at the Louisiana Mosquito Control Association Annual Meeting. Outreach & Media Specialist Jennifer Bushnell was awarded the Stephen C. Mayor Operational Achievement Award for the best operational paper. A more proactive approach to safety training was emphasized in 2019, resulting in a 22% decrease in workers' compensation claims and a significant reduction in losses.

Commissioner Traina-Dorge moved to accept the 2019 Annual Report as presented. Commissioner Gerone seconded the motion. Carried.

OPERATIONAL AND ADMINISTRATIVE PRIORITIES – 2020

- The Director presented the operational and administrative priorities for 2020. Refinement of treatment decision processes with more specific thresholds.
- Redefine zones to achieve a two-hour treatment window for optimum control.
- Expand mosquito trap network to collect data from each treatment zone.
- Add automated internet connected BG Counter Traps to 25 sites, to evaluate nighttime mosquito recurrence at regular intervals.
- Implement the VectorSurv data analytics platform for risk analysis.
- Evaluate the A-1 Mister utilizing *Bti* and *Bs* for the control of *Culex quinquefasciatus* and *Culex nigripalpus*.
- Develop a larvicide treatment regimen for nuisance *Mansonia* species and *Cx. nigripalpus*.
- Continue to evaluate the performance and cost for helicopter aerial applications of larvicides and adulticides.
- Determine foraging behavior of hatch year birds to weekly blood meal forage ratios.
- Gain insight into mechanisms and management of mosquito insecticide resistance.
- Determine septic remediation strategies to reduce *Cx. quinquefasciatus* populations.
- Evaluate risks and costs associated with sewage influenced production of *Cx. quinquefasciatus*.
- Hire a more diverse workforce by recruiting individuals of varied backgrounds, cultures, nationalities, ideas, skill-sets, genders, ages, etc.
- Develop stronger intergovernmental relationships with local leaders.

Commissioner Alfred moved to accept the operational and administrative priorities plan for 2020. Commissioner Traina-Dorge seconded the motion. Carried.

VISION INSURANCE COVERAGE (Appendix 2)

Director Caillouet stated that the new medical plan did not include vision coverage for individuals over the age of 18. He presented four employer-paid and voluntary vision proposals. The Board agreed to provide vision coverage commensurate to the former plan.

Commissioner Alfred moved to provide employer-paid vision coverage for all eligible employees and to allow management to select the plan. Commissioner Englande seconded the motion. Carried.

Legal Counsel Abdalla left the meeting at 1:45pm.

LWCC SETTLEMENT FOR PECHON AND FISHER FAMILIES

The Director reported that Louisiana Worker's Compensation Corporation is seeking approval to proceed with settlement negotiations for full and final resolution of claims for lost pilots Don Pechon and Wayne Fisher. The Board concurred that all options should be offered to the families of the deceased and approved LWCC's request.

ANNUAL LEAVE ROLLOVER MAXIMUM POLICY (Appendix 3)

Director Caillouet reviewed the current annual leave rollover policy that allows employees to carry over from one leave year to the next a maximum of 600 hours. The Director proposed reducing the maximum annual leave rollover from 600 to 400 hours, to decrease the agency's growing financial obligation and more closely align with other public agencies. Six employees have accrued more than 400 hours of annual leave. The full value of annual leave exceeding 400 hours would be transferred into each employee's post-employment health plan account.

Commissioner Traina-Dorge moved to accept management's recommendation to reduce the maximum annual leave rollover from 600 to 400 hours. Commissioner Englande seconded the motion. Carried.

PERSONNEL POLICY HANDBOOK - 2020 (Appendix 4)

The Director presented revisions to the Personnel Policy Handbook for approval. The following changes were reviewed: (1) actions and behaviors while in uniform that do not portray the agency in a positive manner, (2) evidence of illness for any duration of absence, (3) qualifying Military Family Medical Leave, (4) grievance guidelines for complaints involving the director, (5) employee discipline-related board issues and grievance discussions, (6) social media guidelines, (7) harassment procedures, and (8) numerous amendments to professional conduct and discipline penalties, including conversations or actions deemed inappropriate or unprofessional by supervisors or the director.

Commissioner Alfred moved to approve the proposed changes to the 2020 Personnel Policy Handbook. Commissioner Traina-Dorge seconded the motion. Carried.

PERFORMANCE EVALUATIONS & MERIT RAISES UPDATE

Director Caillouet stated that performance evaluations are ongoing. In addition to the cost of living increase, employees are eligible to receive an additional 1-2% increase depending upon their performance evaluation score.

DIRECTOR'S PERFORMANCE EVALUATION PROCESS & DOCUMENTS (Appendix 5)

Commissioners received Director Caillouet's job description and self-evaluation, along with performance evaluation forms and self-addressed, stamped envelopes for confidential return to Chairman Stuart. The Chair will build a consensus document for the Board to review in executive session at the February meeting.

CAMPUS EXPANSION UPDATE

The Director reported that he and the architects met with civil, mechanical, and electrical engineers. The wetlands mitigation permit process could take up to nine months to complete.

RESCHEDULE MARCH BOARD MEETING

Director Caillouet stated that due to a conflict with AMCA Annual Meeting dates, the March meeting was rescheduled from Wednesday, March 18 to Wednesday, March 25.

BOARD APPROVALS

A. Travel

CDC Focus Group, January 9-10, Fort Collins, CO

The Director participated in a CDC Vector-Borne Diseases Focus Group addressing WNV surveillance and control guidelines. The Director's travel expense form was presented for approval. The CDC incurred all expenses, except per diem and parking.

FMCA Florida Fly-in, Fort Meyers, FL

The Director reported that Assistant Director Calvin Smotherman, Aerial Operations Supervisor Paul Spadoni, and Pilot Brandon Campbell were presently attending the annual FMCA Florida Fly-in.

AMCA Annual Meeting, Portland, OR, March 16-20, 2020

Commissioners Alfred, Englande, Gerone and Stuart plan to attend the meeting.

Commissioner Gerone moved to approve all travel. Commissioner Alfred seconded the motion. Carried.

B. Contracts

Copilot Contracts 2020 (Appendix 6)

The Director presented the Aerial Contract for Mosquito Control for contract pilots/copilots. The contract includes revised rate schedules for night adulticide spray missions, flight cancellations, survey flights, ground training, and daytime flight training.

Commissioner Englande moved to approve the 2020 Aerial Contract for Mosquito Control, as presented. Commissioner Alfred seconded the motion. Carried.

Insecticide Bid Awards 2020 (Appendix 7)

Five insecticide bids were received as follows: Adapco, Clarke Mosquito Control Products, Gaubert Oil, Target Specialty Products, and Univar. The 2020 Product Bid Table was reviewed and the lowest responsive bids highlighted. Before awarding the bid for VectoBac G/GS or equivalent, the lab will evaluate the efficacy of Summit mosquito dunks.

Commissioner Alfred moved to award the 2020 insecticide bids to the lowest responsive bidder for each insecticide class, as indicated on the bid table. He further resolved that same price bids will result in equal purchases from all same price vendors. Commissioner Traina-Dorge seconded the motion. Carried.

C. Director's Time Card

Chairman Stuart reviewed and approved the Director's time card for November 17, 2019 through January 4, 2020. Commissioner Gerone moved to accept the Director's time card as presented. Commissioner Traina-Dorge seconded the motion. Carried.

CALENDAR OF EVENTS

No report.

MOSQUITO CONTROL REPORT

Director Caillouet reported that recent cold temperatures substantially decreased mosquito activity. Recent arbovirus surveillance trap collections were low and did not warrant control measures at this time. There were no reports of positive mosquito pools from the Louisiana Animal Disease Diagnostic Laboratory (LADDL).

ADJOURN

There being no further business, the meeting was adjourned at 2:33pm on a motion by Commissioner Traina-Dorge and seconded by Commissioner Englande. Carried.

Respectfully submitted,

Dr. Peter J. Gerone
Secretary

Appendices

1. 2019 Annual Report
2. Vision Insurance
3. Annual Leave Rollover Max
4. 2020 Personnel Policy Handbook
5. Director's Performance Evaluation
6. 2020 Co-Pilots Contract
7. 2020 Insecticide Bid Awards