

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting May 20, 2020

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 1:00pm by Chairman David Stuart, in the District hangar at 62512 Airport Road, Building 24, Slidell, Louisiana.

Present were Mr. Anthony Alfred, Dr. Peter Gerone, and Mr. David Stuart, Commissioners; Dr. Ron Francis, Advisor; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director. Commissioner A.J. Englande, Jr. and Advisor Dawn Wesson attended the meeting via video conferencing. Commissioner Vicki Traina-Dorge and Advisor Bob Lowrie were absent. Accounting Manager Chad Simon was a guest 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 February 19 meeting were presented. Commissioner Alfred moved to approve the minutes. Commissioner Gerone seconded the motion. The motion carried.

TREASURER'S REPORT AND CREDIT CARD PURCHASES

Accounting Manager Simon presented the Treasurer's Report. He noted that the District received a dividend check from Louisiana Workers Compensation Corporation for \$93,308.88.

Commissioner Gerone moved to accept the Treasurer's Report. Commissioner Alfred seconded the motion. Carried.

Commissioner Stuart reviewed all credit card purchases for February, March and April. He reported that credit card accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Traina-Dorge will verify all credit card purchases before the June meeting.

Commissioner Alfred moved to accept the credit card review. Commissioner Gerone seconded the motion. Carried.

ANNOUNCEMENT OF 2020 MILLAGE RATE ADOPTION

Chairman Stuart announced that the St. Tammany Parish Mosquito Abatement District Board of Commissioners will formally adopt its 2020 millage rate at the June 17 meeting.

FIVE-YEAR FINANCIAL PROJECTION (Appendix 1)

Accounting Manager Simon presented the five-year revenue and expenses projections. He stated that 2020 is a reassessment year and reviewed anticipated revenue for the 3.71 adjusted millage rate versus estimated revenue for the current 3.9 mils. By maintaining 3.9 mils, the District would realize an annual increase of \$410,594 in ad valorem tax revenue. The Director recommended setting the 2020 millage at 3.9, particularly during this time of economic volatility.

The Board agreed it would be judicious to levy 3.9 mils on the 2020 tax rolls and will formally adopt the 2020 millage at its June 17 public meeting.

COMPLIANCE QUESTIONNAIRE - 2019 AUDIT (Appendix 2)

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

TIM LYNCH - RETIREMENT RESOLUTION (Appendix 3)

Chairman Stuart presented a resolution honoring retiree Tim Lynch's 15 years of service to the District and the residents of St. Tammany Parish. Commissioner Alfred moved to accept the resolution as presented. Commissioner Gerone seconded the motion. Carried.

DISPOSITION OF DISTRICT VEHICLE SALE

Assistant Director Smotherman reported that three vehicles were publicly bid; however, COVID-19 exposure risks impeded the bid process. All bids were rejected and the three vehicles returned to service. Two trucks were converted for night adulticide missions, in order to furnish each driver with a designated vehicle and reduce the risk of exposure. Lab research interns will use the remaining truck during the summer. All bidders were notified in writing and bids kept on file.

INTEGRATED MOSQUITO MANAGEMENT PLAN (IMM) (Appendix 4)

Director Caillouet sought approval for the Integrated Mosquito Management Plan. He presented mosquito transmitted disease thresholds presently used to govern nightly spray missions. Plans are underway to optimize spray decisions through VectorSurv, an online interface for managing and analyzing surveillance and control data related to mosquitoes and arboviruses. VectorSurv uses algorithms to forecast adulticide treatment thresholds and temperature-based models for nighttime spray decisions.

Commissioner Alfred moved to approve the IMM Plan as presented. Commissioner Gerone seconded the motion. Carried.

COVID-19

Leave Policies

The Director presented the Families First Coronavirus Response Act (FFCRA) requirements, including District policies adjusted to reasonable levels. Full time employees were compensated for 80 hours of leave at full pay and part-time employees for two weeks of average weekly hours whether self-isolating for sickness, exposure, or dependent care due to school and daycare closures. In addition, eligible employees could use sick and extended sick leave. Three high risk employees sheltered at home to mitigate exposure and were granted paid leave until May 4. To date, no employees have tested positive for Covid-19. The Director sought approval to readjust these policies, if circumstances change.

Mitigation Strategies

Mitigation protocols for the facility were initiated as follows: suspension of in-person meetings, social distancing, reduction of staff in building, suspension of sign-in kiosks, bathroom door openers, automatic faucets and soap dispensers, wipe-down procedures, coronavirus door hooks, and backordered automatic hand sanitizer stations.

Field mitigation procedures included homemade masks, hand sanitizer, truck-mounted handwashing stations, reduced contact service requests, suspension of service requests during shelter-in-place order, and suspension of septic ditch invasive sampling.

Costs

Full time and part-time employees lost 518.75 and 80.5 hours, respectively. The cost for FFCRA/Covid-19 leave hours (4% of total working hours) totaled \$11,422.82. The District is also entitled to a reduction in Medicare and Social Security contributions crediting 170.45 hours. Facility and field equipment exposure risk reduction supplies totaled \$8,082.13.

Other Policy Changes

A travel ban was imposed for the AMCA Annual Meeting in Portland, Oregon, which was subsequently cancelled. Travel within the State of Louisiana will be determined on a case-by-case basis. Due to close-quarters training, a hiring freeze was put into effect until social distancing mandates are lifted.

BOARD APPROVALS

A. Travel

B. Contracts

Director Caillouet reported that based on Louisiana Legislative Auditor Covid-19 Emergency Procurement Procedures, St. Tammany Parish ordinances, and Legal Counsel Abdalla's analysis, the Director was given authority to execute contracts. The following contracts were awarded or approved:

1. Helicopter Pesticide Applicator - awarded to BlackStar LLC.
2. Jet Fuel - awarded to Sun Coast Resources, Inc.
3. Tangipahoa Mosquito Abatement CEA - approved

Commissioner Gerone moved to accept all three contracts. Commissioner Alfred seconded the motion. Carried.

C. Director's Time Card (Appendix 5)

Chairman Stuart reviewed and approved the Director's time card for February 16-May 9, 2020. Commissioner Gerone moved to accept the Director's time card as presented. Commissioner Alfred seconded the motion. Carried.

CALENDAR OF EVENTS

The Director reviewed the events that occurred since the last Board meeting.

- February 21 - Retirement of Financial Administrator Dee Sollberger
- February 28 - Covid-19 mitigation planning
- March 9 - Instituted work from home
- March 13 - Governor's stay-at-home order, limited facility entry, work from home if possible
- May 14 - Retirement of Field Biologist Tim Lynch
- May 15 - Governor's stay-at-home order lifted, instituted work from home, social distancing in facility, temperature checks, masks in public spaces
- Wednesday digital meetings with field biologists
- Monthly staff meetings
- Wednesday lunch distribution during stay-at-home order

MOSQUITO CONTROL REPORT

Assistant Director Smotherman reported warmer temperatures in late March resulted in increased *Culex quinquefasciatus* and decreased *Culex salinarius* populations. Larviciders treated 3,190 miles of septic ditches throughout the parish. Cumulative ground and aerial adulticide operations showed an increase in adulticiding this year, as compared with 2019.

Director Caillouet stated that larviciding, adulticiding and trapping operations remained constant throughout the Covid-19 pandemic.

EXECUTIVE SESSION

Commissioner Alfred moved to close the regular session of the meeting and enter executive session at 1:50pm. Commissioner Gerone seconded the motion. Carried.

Legal Counsel Abdalla left the meeting at 2:44pm.

Commissioner Alfred moved to close the executive session and return to the regular session of the meeting at 2:45pm. Commissioner Gerone seconded the motion. Carried.

Invention Disclosure

Commissioner Alfred moved to allocate \$15K to engage a patent attorney to begin the patent protection process and to build a working prototype. Commissioner Gerone seconded the motion. Carried.

Director's Performance Evaluation

Commissioner Alfred moved to award Director Caillouet a 3.8% salary increase, based upon salary increase guidelines, retroactive to January 1, 2020. Commissioner Gerone seconded the motion. Carried.

ADJOURN

There being no further business, the meeting was adjourned at 2:49pm on a motion by Commissioner Alfred and seconded by Commissioner Gerone. Carried.

Respectfully submitted,

Dr. Peter J. Gerone
Secretary

Appendices

1. Five-year Financial Projection
2. Compliance Questionnaire
3. Retirement Resolution
4. IMM Plan
5. Time Card