

# MOSQUITO ABATEMENT

ST. TAMMANY PARISH

## MINUTES

### **Board of Commissioners Meeting**

**July 15, 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 St. Tammany Parish School Board Chambers, 321 North Theard Street, Covington, Louisiana.

Present were Mr. Anthony Alfred, Dr. A.J. Englande, Jr., Dr. Peter Gerone, and Mr. David Stuart, Commissioners; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director. Dr. Dawn Wesson, Advisor, attended the meeting via video conferencing. Commissioner Vicki Traina-Dorge, Legal Counsel Jake Abdalla, and Advisors Ron Francis and Bob Lowrie were absent. Guests included Accounting Manager Chad Simon, IT Specialist Weber Janssen, and CPA Jim Tonglet, Ericksen & Krentel. Mr. Tonglet also attended the meeting via video conferencing.

#### **PUBLIC COMMENT PERIOD**

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

#### **MINUTES**

The minutes from the June 17 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. Commissioner Gerone moved to accept the Treasurer's Report. Commissioner Englande seconded the motion. Carried.

Commissioner Englande reviewed all credit card purchases for June. He 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 August meeting. Commissioner Gerone moved to accept the credit card review. Commissioner Alfred seconded the motion. Carried.

**2019 AUDIT EXIT CONFERENCE - ERICKSEN & KRENTEL, LLC** (Appendix 1)

CPA Jim Tonglet, Ericksen & Krentel, presented the 2019 audit exit conference via video conferencing. He summarized the Independent Auditors Report, evaluated internal control and compliance, and provided a summary of net position, revenues, expenses, financial statements, liabilities and fund balance. The District received a clean audit, with no significant deficiencies or material weaknesses in internal control, and no noncompliance materials or findings related to financial statements. The audit noted a subsequent event addressing the potential future impact of COVID-19 on District operations.

**LOUISIANA LEGISLATIVE AUDITOR REPORT**

Ericksen & Krentel also performed the enhanced audit for the Louisiana Legislative Auditor. Mr. Tonglet reported that audit procedures included a review of credit cards/debit cards/fuel cards/p-cards, contracts, non-payroll disbursements, IT disaster recovery/business continuity and sexual harassment. No exceptions were noted for the 2019 audit.

The Board thanked Mr. Tonglet for conducting the audit and presenting the exit conference. Director Caillouet and the staff were commended for receiving a clean audit.

**ANNUAL COMPLIANCE**

Each commissioner provided executed acknowledgment statements after reviewing the Louisiana Business Ethics Policy. They also submitted certificates of completion for the Louisiana Board of Ethics online training and two sexual harassment training videos.

**BOARD & COMMISSIONS AFFIDAVIT ACKNOWLEDGMENT** (Appendix 2)

The Board executed affidavits of acknowledgment and receipt for the St. Tammany Parish Boards and Commissions manual.

**SICK LEAVE DONATION POLICY**

Director Caillouet proposed creating a donated sick leave pool for employees whose sick leave is exhausted. Permanent full time employees annually accrue 80 hours of regular sick leave and are credited 80 hours of extended sick leave on their anniversary dates. These employees are also eligible to bank a maximum of 240 hours of unused regular sick leave. Once an employee has 240 hours of regular sick leave, biweekly accrual is discontinued until leave is used. Five employees are currently at the 240-hour maximum permissible sick leave and unable to bank their biweekly accrual of 3.08 hours. He suggested transferring these unbanked biweekly accruals into a donated sick leave pool. The Director requested approval to create a donated sick leave pool and allocate 100 hours to establish the fund.

Commissioner Alfred moved to authorize the creation of a donated sick leave pool and to approve an initial bank of 100 hours. Commissioner Gerone seconded the motion. Carried.

### **CAMPUS EXPANSION**

Director Caillouet reviewed the proposed acquisition of the existing 3.10-acre footprint and the additional 3.5-acre proposed expansion site. Meetings are in progress with Parish President Mike Cooper, Slidell Mayor Greg Cromer, and the St. Tammany Parish Legal Counsel. St. Tammany Parish and the District will both obtain property appraisals. Negotiations with the City of Slidell to terminate the present lease will follow.

### **CARES ACT SUB-RECIPIENT CERTIFICATION AND RESOLUTION** (Appendix 3)

The Director reviewed the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The \$2 trillion funding passed by Congress provides assistance for American workers and families, small businesses, industry jobs, and assistance for state, local and tribal governments. Authorized non-budgeted COVID-19 expenditures incurred between March 1-December 30, 2020 are eligible for reimbursement. The District's current application covers \$7,725.57 in COVID-19 related expenses.

The Chairman presented the Federal Funding Certification Agreement and read the CARES Act Claims Resolution. Commissioner Gerone moved to accept the CARES Act Resolution and Federal Funding Certification Agreement. Commissioner Alfred seconded the motion. Carried. The resolution was signed by Chairman Stuart and the Federal Funding Certification Agreement by Director Caillouet.

### **BOARD APPROVALS**

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

#### **B. Contracts - Aerial Spray Drift Management Award**

Director Caillouet reported that aerial spray drift management proposals were received from Adapco and Ag-Nav; however, Adapco withdrew their bid proposal. The Director reviewed the Ag-Nav AIMMS Probe spray guidance system that calculates temperature, barometric pressure, relative humidity, Pitot-static pressure, angle of attack, sideslip angle, three-axis acceleration, and magnetic field measurements. The Director stated that \$40k was budgeted to purchase one system; however, he requested approval to purchase a second spray guidance system for contracted helicopter operations. Both systems will remain the property of the District.

Commissioner Alfred moved to award the bid proposal to Ag-Nav. Commissioner Gerone seconded the motion. Carried. Commissioner Alfred further moved to authorize \$40k for the purchase of an additional aerial spray drift management system. Commissioner Englande seconded the motion. Carried.

#### **C. Director's Time Card** (Appendix 4)

Chairman Stuart reviewed and approved the Director's time card for June 7-July 4, 2020. Commissioner Englande moved to accept the Director's time card as presented. Commissioner Alfred seconded the motion. Carried.

### **CALENDAR OF EVENTS**

The Director reviewed recent and upcoming events.

- Disaster Resiliency Planning meetings
- Ag-Nav Drift Management meeting
- Vector Surv AMCA webinar
- Independence Day holiday
- Second Quarter Report publication
- Staff meeting planning and preparation
- Monthly Staff meetings
- Meeting with Parish President Mike Cooper
- Land Acquisition meeting with City of Slidell and St. Tammany Parish Legal Counsel
- Monthly Report publication

Director Caillouet reported that supervisors recently identified 15 potential disasters that could adversely affect the District's mission and services. Supervisors were recently asked to consider specific departmental emergency procedures in case of an Airport Road closure. Supervisors will address a different disaster each month and develop guidelines.

### **MOSQUITO CONTROL REPORT**

Assistant Director Smotherman reported that June's most abundant species were *Culex quinquefasciatus*, *Anopheles crucians*, *Coquillettidia perturbans*, *Cx. salinarius*, and *Cx. erraticus*. *Cx. nigripalpus* populations are likely to increase toward the end of the summer. He also compared the three-year average for *Cx. nigripalpus*, *Cx. salinarius*, and *Cx. quinquefasciatus*, the most common West Nile virus vectors. This season no mosquito pools have returned positive for WNV. To date, total miles larvicided and adulticided total 5,760 and 10,323, respectively.

### **ADJOURN**

There being no further business, the meeting was adjourned at 2:03pm on a motion by Commissioner Alfred and seconded by Commissioner Englande. Carried.

Respectfully submitted,

Dr. Peter J. Gerone  
Secretary

#### Appendices

1. Audit Review
2. Boards & Commissions Affidavit
3. CARES Act Resolution/Certification Agreement
4. Director's Time Card

