

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting

September 16, 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. Peter Gerone, and Mr. David Stuart, Commissioners; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director. Advisor Dawn Wesson attended the meeting via video conferencing. Dr. A.J. Englande, Jr. and Dr. Vicki Traina-Dorge, Commissioners; and Dr. Ron Francis and Dr. Bob Lowrie, Advisors, were absent. IT Specialist Weber Janssen 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 August 19 meeting were presented. Commissioner Gerone moved to approve the minutes. Commissioner Alfred seconded the motion. The motion carried.

TREASURER'S REPORT AND CREDIT CARD PURCHASES

Director Caillouet presented the Treasurer's Report. Commissioner Gerone moved to approve the Treasurer's Report. Commissioner Alfred seconded the motion. Carried.

Commissioner Stuart reviewed all credit card purchases for August. 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 October meeting.

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

ASSIGNED FUNDS - HVAC SYSTEM REPLACEMENT

Director Caillouet sought Board approval to assign funds for HVAC replacements. The seven HVAC systems have a life expectancy of 10-15 years and are currently 12 years old. The estimated cost to replace all seven systems is \$90k-\$100k. The Director proposed designating \$30k per year, for three consecutive years, into an assigned fund for future HVAC replacements.

Commissioner Alfred moved to annually assign \$30k for future HVAC replacements for the next three years. Commissioner Gerone seconded the motion. Carried.

CAMPUS EXPANSION UPDATE - APPRAISAL

Director Caillouet reported that Murphy Appraisal Service performed a commercial property appraisal of the existing 3.10-acre footprint and the 3.5-acre expansion site. The existing property was assessed at \$500k and the expansion site at \$150k.

Legal Counsel Abdalla recommended the District obtain another commercial property appraisal. He will also contact the parish attorney about reconsidering the price of the property.

EMPLOYEE SATISFACTION SURVEY

Director Caillouet reviewed the Employee Satisfaction Survey results. The survey indicated a high level of satisfaction among workers. Chairman Stuart suggested including an “open door” policy in the *Personnel Policy Handbook*, to encourage communication, feedback, and discussion about any matter of importance to an employee. The Board was pleased with the degree of job fulfillment and commended management.

DENTAL AND LIFE INSURANCE POLICIES (Appendix 1)

The Director reviewed the dental and life insurance renewals. Dental rates for family coverage will be increasing from \$104.96 to \$108.10 per month. Monthly life insurance premiums will remain at \$13.00 per employee. He presented proposals from UNUM Dental (\$89.19/month family coverage) and Principal Life (\$6.72/month per employee) that provide similar coverage at reduced rates.

The Board accepted the more affordable proposals and comparable coverage from UNUM Dental and Principal Life.

BOARD APPROVALS

A. Travel - None

B. Contracts (Appendix 2)

AlertMedia - Director Caillouet reported quotes were received for an upgraded mass communication system from AlertMedia, GeoDecisions and Regroup. Several supervisors reviewed each communication process and recommended AlertMedia. This advanced system provides geo-fencing boundaries for spray notifications within predefined perimeters. It also generates emergency notifications to employees through multiple communication devices.

Assistant Director Smotherman reviewed the current communication system, noting it requires cumbersome and complex multi-step conversions. The AlertMedia Notification System would improve efficiency and streamline mass notifications. The subscription cost \$6,500 per year, with no setup fees.

Commissioner Alfred moved to accept AlertMedia’s \$6,500 annual subscription. The motion was seconded by Commissioner Gerone. Carried.

C. Director’s Time Card (Appendix 3)

Chairman Stuart reviewed and approved the Director’s time card for August 16-September 12, 2020. Commissioner Alfred moved to accept the Director’s time card as presented. Commissioner Gerone seconded the motion. Carried.

CALENDAR OF EVENTS

The Director reviewed the following recent and upcoming events.

- Hurricane Disaster Resiliency Planning
- Tropical Storm Marco and Hurricane Laura office closure
- September Staff Meeting Planning Committee
- Labor Day holiday
- September Staff Meeting
- Disaster Relief Committee meeting
- Hurricane Laura relief delivery to Calcasieu Parish Mosquito Abatement
- Hurricane Sally landfall and office closure
- Pandemic Resiliency Planning
- 2021 Operating Budget Planning
- October Staff Meeting Planning Committee
- October Staff Meeting and Wellness Presentation
- October 21 Board of Commissioners Meeting

MOSQUITO CONTROL REPORT

Director Caillouet reported *Culex quinquefasciatus*, *Cx. nigripalpus*, and *Cx. salinarius* populations remained below average. This season four West Nile virus-infected mosquito pools (two *Cx. nigripalpus*, one *Cx. erraticus*, and one *Cx. salinarius*) returned positive, out of 3,612 mosquito pools submitted to the Louisiana Animal Disease Diagnostic Laboratory. One recent asymptomatic human case of WNV was detected in a blood donor and one WNV-infected equine was reported in April.

Assistant Director Smotherman reported the most abundant mosquito species in August was *Mansonia titillans*. The larvae from this species attach themselves to the root systems of water hyacinths and other floating vegetation. Populations of *Ma. titillans* are expected to increase during the fall. This month ground adulticide operations sprayed 3,933 miles and jeeps larvicided 2,032 miles. Adulticide and larvicide applications were slightly reduced from August 2019, due to office closures for TS Marco and Hurricane Laura.

ADJOURN

There being no further business, the meeting was adjourned at 1:40pm on a motion by Commissioner Alfred and seconded by Commissioner Gerone. Carried.

Respectfully submitted,

Dr. Peter J. Gerone
Secretary

Appendices

1. Dental & Life Insurance Proposals
2. AlertMedia Contract
3. Director's Time Card

