

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting January 20, 2021

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, Mr. David Stuart, and Dr. Vicki Traina-Dorge, Commissioners; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; and Mr. Calvin Smotherman, Assistant Director. Advisors Ron Francis and Dawn Wesson were absent.

PUBLIC COMMENT PERIOD

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

MINUTES (Appendix 1)

The minutes from the December 3 public hearing and regular meetings were presented. Commissioner Alfred moved to approve the minutes. Commissioner Traina-Dorge seconded the motion. The motion carried.

TREASURER'S REPORT AND CREDIT CARD PURCHASES (Appendix 2)

Director Caillouet presented and reviewed the Treasurer's Report. Chairman Stuart reviewed all credit card purchases for the months of November and December 2020. All credit card accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Englande will verify credit card purchases before the February meeting.

Commissioner Traina-Dorge moved to approve the Treasurer's Report and credit card purchases review. Commissioner Alfred seconded the motion. Carried.

AUDIT ENGAGEMENT LETTER (Appendix 3)

Director Caillouet presented the audit engagement agreement from Ericksen Krentel to perform the audit for the year ending December 31, 2020.

Commissioner Alfred moved to accept the audit engagement services of Ericksen Krentel. Commissioner Gerone seconded the motion. Carried.

SALE OF AG HUSKY -BIDS

The District received no bids for the sale of the Ag Husky. The Director stated that additional bids below the appraised minimum bid price of \$100k could now be considered.

Chairman Stuart tabled this item until the February meeting, when Director Caillouet will provide an update on the sale or disposal of the aircraft.

CONTINGENCY AERIAL ADULTICIDE CONTRACT - BIDS

One bid was received as follows: Vector Disease Control International, LLC

Chairman Stuart called for a motion to assign the bid review to Director Caillouet. Commissioner Englande so moved and Commissioner Alfred seconded the motion. The Director will review the bid specifications, before formally awarding the contract at the February meeting.

ANNUAL REPORT - 2020 (Appendix 4)

Director Caillouet highlighted the following achievements for 2020:

Research & Development - New tools to combat adult and larval mosquitoes included: (a) residual applications in public parks to control adult mosquitoes, and (b) A-1 misting system to perform backyard larviciding applications to manage container-breeding mosquitoes.

Operational Mosquito Management Achievements - Some notable accomplishments were: (a) rezoned treatment boundaries to achieve a two-hour night adulticiding optimum treatment window beginning one-half hour after dusk, and (b) the addition of trap sites to ensure coverage for each treatment zone.

Organizational Achievements - The District received a clean accounting and policies audit for 2019, with no findings.

Commissioner Englande moved to accept the 2020 Annual Report as presented. Commissioner Traina-Dorge seconded the motion. Carried.

SEXUAL HARASSMENT 2020 REPORT

The Director reported the District satisfied the Louisiana Legislative Auditor's (LLA) sexual harassment mandates, and all commissioners and employees completed annual training. In addition, an annual report on 2020 sexual harassment training and incidents will be submitted to the LLA by February 1.

The Director provided a recap of an off-site incident involving an employee inappropriately approached by a non-employee at a surveillance trap site. The District's Harassment Committee reviewed this incident and took the following actions: (1) the surveillance trap was moved to another location; (2) management wrote a letter encouraging corrective action against this individual, (3) employees will be trained in de-escalation techniques and communication measures, and (4) alternative sites were considered for the placement of all surveillance traps in similar high-risk areas.

Commissioner Alfred moved to accept the 2020 Sexual Harassment Report as presented. Commissioner Gerone seconded the motion. Carried.

PERSONNEL POLICY HANDBOOK CHANGES FOR 2021 (Appendix 5)

The Board reviewed the changes to the 2021 Personnel Policy Handbook. Revisions to the Personnel Policy Handbook included sick leave donation pool, office closures, optional employee benefits, emergency relief committee, tuition assistance program, annual cost of living increases, grievances, and safety committee. Discussion followed.

Commissioner Gerone moved to approve all revisions to the Personnel Policy Handbook. Commissioner Englande seconded the motion. Carried.

OPERATIONAL AND ADMINISTRATIVE PRIORITIES - 2021

Director Caillouet highlighted the following priorities for the coming year: (1) execute a public bid process to purchase a helicopter for the management of larval and adult mosquitoes, (2) determine the impact of aerial applications of adulticides on the abundance and parity of *Culex quinquefasciatus* mosquitoes, (3) complete the property purchase of the existing campus and expansion site, and (4) finalize designs and begin the public bid process for the campus expansion. Commissioner Traina-Dorge moved to accept the operational and administrative priorities report. Commissioner Gerone seconded the motion. Carried.

DIRECTOR'S PERFORMANCE EVALUATION

The Director provided a self-evaluation and a narrative of his accomplishments and achievements, along with a form for Board evaluation and performance scores. Chairman Stuart asked each commissioner to email the Director's performance evaluations to him by February 1, so scores can be consolidated and a consensus presented at the February meeting.

COMMUNICATING PROPOSED CHANGES IN NALED EXPOSURE MITIGATION

Due to the absence of the Media & Outreach Specialist, the Director requested tabling this item until the February meeting. The Board concurred.

HERBICIDING FOR MANSONIA SOURCE REDUCTION

The Director asked the Board for approval to incorporate herbiciding in the District's Integrated Mosquito Management (IMM) approach to control *Mansonia* species, which attach to the roots of water hyacinths. After reviewing the District's charter, millage proposition, and mission statement, he found no specific language that would prohibit the development of a larvicide and herbicide treatment regime for nuisance *Mansonia* species. He also learned no specific regulatory agency oversees the management of this plant. Aquatic pest control training is scheduled for February, so field and lab employees can obtain LDAF certification as aquatic pest control applicators. Discussion followed.

Commissioner Englande expressed concern regarding existing policies for regulatory agencies and suggested initially performing a small-scale study. Commissioner Traina-Dorge stressed the importance of using herbicides in the most safe and efficacious way to control this species. Assistant Director Smotherman stated that the LDAF regulates herbicide applications and all herbicides are registered and labeled for use by the EPA.

Commissioner Alfred moved to amend the existing IMM Plan to include the use of herbicides for aquatic pest control. Commissioner Gerone seconded the motion. Carried.

AMCA VIRTUAL ANNUAL MEETING

Director Caillouet reported the virtual AMCA Annual Meeting will be held March 2-5. The cost is \$219/person. Commissioners interested in attending the meeting should advise the Director by February 1.

CAMPUS EXPANSION UPDATE

The Director reported that the St. Tammany Parish Council approved the sale of the existing property site (3.58 acres) for \$224k and the expansion site (3.55 acres) for \$105k. Legal Counsel Abdalla and Director Caillouet will meet with the Slidell Mayor to negotiate termination of the lease. The original lease was executed on January 22, 2007. Lease payments totaling \$294,970 have been paid to the City of Slidell to date, out of the 100-year full term \$3.1 million lease. He sought Board input to set reasonable negotiation boundaries and presented the following three options: (1) full payment of the remainder of the lease (\$2.85 million), (2) match the amount paid to the parish (\$329k), or (3) pay the difference between the amount paid to the parish and what was paid to the city to date (\$329,000 - \$294,970 = \$34,030). The parish will end the lease with the city, if the city will terminate the lease.

The Board deferred discussion until the February meeting, when full disclosure of the meeting with the Slidell Mayor will be brought before the Board.

BOARD APPROVALS

a. Travel - none

b. Contracts

1. Co-Pilot Contracts 2021 - Director Caillouet presented 2021 copilots contracts with increased wages of 1.4% CPI. There were no other changes to the contract. Commissioner Gerone moved to approve the 2021 Co-Pilot Contracts. Commissioner Traina-Dorge seconded the motion. Carried. (Appendix 6)

2. Insecticide and Herbicide Bid Awards 2021 - Four sealed pesticide bids were received as follows: Adapco, Clarke Mosquito Control Products, Target Specialty Products and Vesperis. Assistant Director Smotherman presented and reviewed the ground adulticides, aerial adulticides, larvicides, and herbicides tables, indicating the lowest responsive bid for each category. (Appendix 7)

Commissioner Traina-Dorge moved to approve the insecticide and herbicide bids as reviewed and recommended by management. Commissioner Alfred seconded the motion. Carried.

c. Director's Time Card - Chairman Stuart reviewed and approved the Director's time card for November 22, 2020 - January 16, 2021. Commissioner Alfred moved to accept the Director's time card. Commissioner Gerone seconded the motion. Carried. (Appendix 8)

CALENDAR OF EVENTS

The Director reviewed the following recent and upcoming events.

- Virtual LMCA Annual Meeting, December 8-9
- LMCA Meeting Debrief
- Emergency Relief Committee Meeting
- Sewer and Septic Meeting
- Departmental Annual Reports
- Lab Safety Week
- Supervisor Performance Evaluations
- Helicopter Purchase Planning Meeting
- Invasive Plant Coordinating Meeting
- USDA Insecticide Resistance Meeting
- Slidell Mayor Land Acquisition Meeting
- Chemical Spill Planning Meeting
- Staff Training Planning Meeting
- February Staff Meeting Planning
- February Staff Meeting
- Board of Commissioners Meeting
- Christmas, New Years, MLK Day, Lundi and Mardi Gras Holidays

MOSQUITO CONTROL REPORT

Assistant Director Smotherman reported no adulticide or larvicide operations were conducted in January. Winter preventive maintenance was completed for all spray trucks. To date, 59 surveillance traps were set out, with 2,940 mosquitoes collected, an average of 13 mosquitoes per site.

ADJOURN

There being no further business, the meeting was adjourned at 2:09pm on a motion by Commissioner Alfred and seconded by Commissioner Englande. Carried.

Respectfully submitted,

Dr. Peter J. Gerone
Secretary

Appendices

1. Minutes
2. Treasurer's Report
3. Audit Engagement
4. Annual Report
5. Personnel Handbook Revisions
6. Copilot Contracts
7. Insecticide Herbicide Bid Awards
8. Director's Time Card

