

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting May 26, 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 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; Mr. Calvin Smotherman, Assistant Director; Mr. Chad Simon, Accounting Manager; and Mr. Weber Janssen, IT Specialist. Dr. Dawn Wesson, Advisor, joined the meeting via video conferencing. Advisor Ron Francis was absent. Kathryn Townsend was a guest at the meeting.

PUBLIC COMMENT PERIOD

Chairman David Stuart opened the floor for public comment. There was no comment.

MINUTES (Appendix 1 & 2)

The minutes from the April 21 meeting were presented. Chairman Stuart offered a correction to the minutes, agenda item three, Former Employee Grievance. He stated that the letter Mr. Massery provided was written by a family nurse practitioner, not a physician. Discussion followed. The minutes were amended to read, "He provided a written statement from his family nurse practitioner attesting to his history of asthma." Commissioner Traina-Dorge moved to approve the regular session minutes, with the revision, and the executive session minutes. Commissioner Englande seconded the motion. The motion carried.

TREASURER'S REPORT AND CREDIT CARD PURCHASES (Appendix 3)

Accounting Manager Simon presented the Treasurer's Report and summarized April disbursements, revenue, and vendor payments.

Commissioner Englande reviewed all credit card purchases for the month of April. All charge card accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Traina-Dorge will verify credit card purchases before the June meeting.

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

PUBLIC COMMENT ON 2021 MILLAGE ADOPTION

Chairman Stuart opened the floor for public comment on the adoption of the 2021 millage rate. There was no comment.

RESOLUTION TO ADOPT THE 2021 MILLAGE (Appendix 4 & 5)

Chairman Stuart set forth the Millage Resolution and called for a motion to adopt the 2021 millage rate of 3.57 mils, rolled back from the previous rate of 3.9 mils. The motion was put to a vote and unanimously passed with Commissioners Englande, Gerone, Stuart and Traina-Dorge voting in favor of the resolution.

YEAS-4 NAYS-0 ABSTAINED-0 ABSENT-0

Chairman Stuart then presented the Millage Affidavit. The document was executed by Director Caillouet and notarized by Legal Counsel Abdalla.

PART-TIME SICK LEAVE

Director Caillouet reported that part-time employees are not currently offered sick leave. Sick leave benefits both the employer and the employee, as sick leave can be used to prevent potential disease transmission to coworkers. Sick leave can also be used to care for immediate family members.

Assistant Director Smotherman proposed providing sick leave benefits for scheduled part-time larviciders, interns and seasonal assistants. Sick leave would be accrued at a rate of 0.0385 hours/hour worked; the equivalent of 40 hours/year or up to \$850/part-time employee. This benefit would not be extended to part-time "on call" employees, because they do not work specific schedules.

After much discussion, Chairman Stuart deferred further deliberation to allow the Board adequate time to consider the proposal.

CYBERSECURITY AND IT REDUNDANCY

IT Specialist Weber Janssen provided an in-depth review of the District's cybersecurity and IT redundancy. Cybersecurity protects systems, networks, and programs from digital attacks and IT redundancy prevents disruption of system operation in case of technical failure or disaster by maintaining a continuity of service. He reviewed hosted services, layered backup policy, cyberattacks and defense against phishing, hacking, and cryptolocks/ransomware. He also provided information on cyberattack recovery.

LWCC DIVIDEND

Director Caillouet stated workers' compensation coverage for 2020 totaled \$205,389. Louisiana Workers' Compensation Corporation shares profits with policyholders and rewards employers for having fewer claims. The District recently received a dividend check from LWCC for \$105,857.

REVIEW OF PERSONNEL POLICY MANUAL

Because of the recent employee grievance, the Director suggested a third-party consulting firm review the Personnel Policy Handbook. He offered three options (1) review of discipline policies and procedures, (2) review of all policies and procedures, or (3) review of all policies, procedures and compensation. The Board agreed it would be prudent to obtain proposals from a consulting firm to review all policies, procedures and compensation. Director Caillouet will issue an RFP and bring proposals before the Board.

CAMPUS EXPANSION

Legal Counsel Abdalla provided an update on the re-subdivision of the two lots from the larger airport tract. Once the land survey is complete, documents will be submitted to the Slidell Planning Commission for review at its July 19 meeting. It will probably be the end of July before the closing can be scheduled.

BOARD MEETING LOCATION

Director Caillouet reported state and local governments have lifted mask mandates. In addition, CDC determined that fully vaccinated people can return to indoor meetings without wearing a mask. He asked the Board's pleasure to resume monthly meetings at the District office in Slidell. The Board concurred, but prefer that unvaccinated staff members wear masks at Board meetings.

BOARD APPROVALS

- a. Travel - Director Caillouet requested post travel approval for his recent trip to Lee County Hyacinth Control to learn about equipment, operations and herbicide applications for hyacinth control and source reduction of *Mansonia* species. Commissioner Englande moved to approve the Director's post travel as presented. Commissioner Gerone seconded the motion. Carried.

- b. Contracts - none

- c. Bid Awards Helicopter Purchase - Director Caillouet reported the Bid Review Committee considered the helicopter purchase bids from Bell (\$4M) and Airbus (\$4.3M). Both companies satisfied all required bid specifications and partially met most preferred options. Conklin & deDecker, a third-party industry independent, estimated 20-year lifespan maintenance costs by taking into account ownership, airframe costs, and residual value. The 20-year maintenance cost/residual calculated Bell at \$4.8M and Airbus at \$5.8M. The committee recommended awarding the bid to Bell, the lowest responsive bidder. Commissioner Gerone moved to accept the \$4M helicopter purchase bid from Bell. Commissioner Traina-Dorge seconded the motion. Carried.

d. Sales - Six Used ULV Fogging Machines - Six used ULV fogging machines were recently replaced with new equipment. Four units have a scrap value of \$50 each and two units with replacement engines estimated at \$252 and \$756. The Director sought a resolution to deem all six units surplus property and to publish a public bid notice for the minimum stated values. Commissioner Englande so moved and Commissioner Gerone seconded the motion. Carried.

e. Director's Time Card (Appendix 6)
Chairman Stuart reviewed and approved the Director's time card for April 11-May 8, 2021. Commissioner Traina-Dorge made a motion to accept the Director's time card. Commissioner Gerone seconded the motion. Carried.

CALENDAR OF EVENTS

The Director reviewed the following recent and upcoming events.

- Water Outage Disaster Planning
- Helicopter Bid Review
- St. Tammany Parish Assessor Meeting
- Sewage Economics Grant Meeting
- Travel to Lee County Hyacinth Control
- USM Ph.D. Student Hired as Summer Research Intern
- Sewage Economics Grant Meeting
- Final Helicopter Review
- LMCA Annual Meeting Planning
- Shared GIS Meeting with St. Tammany Parish Assessor
- Plane Crash Disaster Planning
- Wastewater Monitoring with Adaptation Strategies
- LSU Bumblebee Project
- Meeting with LSU Graduate Student Evan Davies
- May Staff Meeting Preparation
- Wastewater Monitoring Meeting with High Performance Solutions
- June Staff Meeting
- Board of Commissioners Meeting

MOSQUITO CONTROL REPORT

The Director stated five WNV-infected mosquito pools returned positive out of 1,071 (0.47%) sampled this year. No mosquito pools have returned positive since January. West Nile virus activity typically begins to increase this time of year.

Assistant Director Smotherman reported *Culex salinarius* remained the most abundant species, while frequent rainfall kept *Culex quinquefasciatus* populations at low levels. Approximately three hundred service requests were received in May, as a result of numerous rain events which triggered the emergence of staggered broods of woodland species. Due to adverse weather, ground adulticiding operations were cancelled 15 times and ground larviciding nine times. Once the stormy season passes, *Culex quinquefasciatus* populations are expected to increase.

ADJOURN

There being no further business, the meeting was adjourned at 2:17pm on a motion by Commissioner Traina-Dorge. Commissioner Englande seconded the motion. Carried.

Respectfully submitted,

Dr. Peter J. Gerone
Secretary

Appendices

1. Minutes-Regular Session
2. FNP-C Medical Statement
3. Treasurer's Report
4. Millage Resolution
5. Affidavit
6. Director's Time Card

