

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting July 21, 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, at the St. Tammany Parish Mosquito Abatement District, 62512 Airport Road, Building 23, Slidell, Louisiana.

Present were Dr. A.J. Englande, Jr., Dr. Peter Gerone, Mr. David Stuart, Ms. Kathryn Townsend and Dr. Vicki Traina-Dorge, Commissioners; Mr. Jake Abdalla, Legal Counsel; Dr. Ron Francis, Advisor; Dr. Kevin Caillouet, Director; Mr. Calvin Smotherman, Assistant Director; and Mr. Chad Simon, Accounting Manager. Advisor Dawn Wesson was absent. Auditor Jim Tonglet, Ericksen and Krentel, joined the meeting virtually at 1:30pm.

PUBLIC COMMENT PERIOD

Chairman David Stuart opened the floor for public comment. No comment.

MINUTES (Appendix 1)

The minutes from the June 16 meeting were presented. Commissioner Englande moved to approve the minutes. Commissioner Traina-Dorge seconded the motion. The motion carried.

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

Accounting Manager Simon presented the Treasurer's Report and summarized June disbursements, revenue, and vendor payments. Commissioner Gerone moved to accept the Treasurer's Report. Commissioner Traina-Dorge seconded the motion. Carried. The Treasurer's Report was approved in consideration of, and according to, the District's strategic operational and administrative priorities plan.

Chairman Stuart reviewed all credit card purchases for the month of June. All charge accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Englande will verify credit card purchases before the August meeting. Commissioner Traina-Dorge moved to accept the credit card review. Commissioner Englande seconded the motion. Carried.

FIVE-YEAR ACCOMPLISHMENTS (Appendix 3)

Director Caillouet provided a report outlining accomplishments over the past five years.

LONG-TERM (FIVE-YEAR) AGENCY PLAN (Appendix 4)

Following the Louisiana Legislative Auditor's best practices, the Director presented the long-term five-year agency plan. He asked the board to review the five-year accomplishments and the long-term plan before the August meeting. Specifically, he asked each commissioner to address: (1) where do you see the agency in five years and (2) are major elements missing in the offered plan.

Commissioner Englande recommended conducting a SWOT analysis to evaluate internal controls and external factors, establish priorities, and further develop strategies and objectives.

MID-YEAR REVIEW OF 2021 OBJECTIVES

At the request of Chairman Stuart, Director Caillouet provided a mid-year review of 2021 objectives for operational, research and administrative goals.

SALE OF AG HUSKY

Director Caillouet reported that Airspray Kenya has become non-responsive, possibly due to aircraft registration difficulties in Kenya. A certified letter was issued notifying them that the bid award will be rescinded unless the sale is completed by August 16. Should the sale of the Ag Husky fall through, the aircraft will be rebid.

CAMPUS EXPANSION UPDATE

The Director stated that the City of Slidell Planning Commission approved the subdivision of property from the Slidell Airport. Legal Counsel Abdalla reported the Slidell City Attorney is drafting the lease cancellation, then the City of Slidell and St. Tammany Parish will adjust their lease. The City of Slidell Planning Commission is requiring an access servitude; however, Legal Counsel Abdalla advised the commission that the access servitude does not cross District property. The closing to transact the land purchase should be scheduled within the next few weeks.

PRODUCT DEVELOPMENT UPDATE (Appendix 5)

Director Caillouet provided an update on the full patent application. The subcommittee meeting was cancelled due to development partner delays. An independent engineer furnished a scope of work for prototype development of a manufacturing-ready device for a projected cost of \$16k or less. The Director provided a product development timeline from conception and protection, design, build and iterate, license to build/sell, product evaluation, and recovery of expenses.

The Director also provided correspondence to the State Board of Ethics requesting an advisory opinion on (1) the distribution of potential future royalties from the sale or licensing of a device which the agency and its public employees/inventors currently hold as a provisional patent and (2) whether the agency can engage the parish council to develop codes and ordinances requiring property owners to use the device, if offered to residents at cost. Legal Counsel Abdalla reviewed the letter and Commissioner Englande offered a revision.

2021 AUDIT EXIT CONFERENCE-ERICKSEN & KRENTEL, LLC (Appendix 6)

CPA Jim Tonglet, Ericksen & Krentel, virtually joined the meeting at 1:30pm and presented the 2020 audit exit conference. The agency received a clean audit opinion, with no significant deficiencies or material weaknesses in internal control and no instances of noncompliance materials or findings related to the financial statements. He added that the agency is currently in a strong financial position.

Commissioner Englande moved to accept the audit report for the year ending December 31, 2020 as presented. Commissioner Gerone seconded the motion. Carried.

FUTURE BOARD MEETING LOCATION (Appendix 7)

Director Caillouet presented information on exceptions to the Open Meetings Law; specifically the governor declaring a state of emergency where a meeting of the public body may be detrimental to the health, safety and welfare of the public. The document included meeting notification, remote meeting, voting, and public comment and participation.

Commissioner Traina-Dorge expressed concern about the spread of the COVID-19 Delta variant and the need to consider and prepare for an alternative method of meeting.

The Board discussed the possibility of allowing each commissioner to attend virtually or in-person. Legal Counsel Abdalla will investigate the possibility of holding hybrid meetings. Future decisions by the parish president concerning COVID-19 preventive measures will be taken into account.

BOARD APPROVALS

a. Travel - none

b. Contracts (Appendix 8) - The Director presented the commercial property renewal premium totaling \$33,399.97. Legal Counsel Abdalla reviewed and approved the proposal. Commissioner Gerone moved to accept the commercial property renewal. Commissioner Traina-Dorge seconded the motion. Carried.

c. Bid Awards

1. Six Used ULV Fogging Machines - No bids were received for the purchase of six used fogging machines. Chairman Stuart entertained a motion to declare the used foggers as surplus property and allow management to dispose of the fogging machines by sale or scrap. Commissioner Traina-Dorge so moved and Commissioner Gerone seconded the motion. Carried.

2. Aircraft Refueler Truck - Two bids were received as follows:

1. Skymark Refuelers - \$159,800
2. Technology International - \$182,995

Commissioner Englande made a motion to allow management and legal counsel to review both bids and provide a recommendation at the August meeting. Commissioner Traina-Dorge seconded the motion. Carried.

3. Personnel Policy Handbook and Compensation RFPs (Appendix 9)

Director Caillouet stated that Requests for Proposals were received from human resources consulting firms to review the Personnel Policy Handbook and perform a salary compensation survey. Three proposals were received.

<u>Company</u>	<u>Handbook Review</u>		<u>Salary Survey</u>	
	<u>Cost</u>	<u>Timeline</u>	<u>Cost</u>	<u>Timeline</u>
1. Gotcha Covered	\$3,000	20 hrs.	\$ 1,190	10 hrs.
2. MRA	\$3,060	3-4 wks.	\$11,750	10-15 wks.
3. Purple Ink	\$3,000	2 wks.	\$10,200	8 wks.

Following a thorough review of all three proposals, it was the recommendation of management to award both projects to Purple Ink. Discussion followed regarding the qualifications and experience of each company.

Commissioner Englande moved to accept the proposal for the Personnel Policy Handbook evaluation and salary compensation survey from Purple Ink, contingent upon legal counsel review and approval. Commissioner Townsend seconded the motion. Carried.

4. Electronic Helicopter Landing Platform - The electronic helicopter landing platform will be rebid, since no bids were received.

5. Product Development Engineer - Eddie Tajudeen prepared a Statement of Work to provide mechanical design/engineering and product development for the device, at a cost not to exceed \$16k.

Commissioner Traina-Dorge moved to accept the independent product development engineer's Statement of Work, not to exceed \$16k, contingent upon review and approval by legal counsel. Commissioner Gerone seconded the motion. Carried.

d. Director's Time Card (Appendix 10)

Chairman Stuart reviewed and approved the Director's time card for June 6-July 17. Commissioner Gerone made a motion to accept the Director's time card. Commissioner Traina-Dorge seconded the motion. Carried.

CALENDAR OF EVENTS

The Director reviewed the following recent and upcoming events.

- Hurricane Plan Review
- Insurance Agent LLA Compliance Meeting
- Valent Biosciences & Adapco Representatives Visits
- Slidell City Council Approval of Lease Termination
- Internal Invention Development Meeting
- American Rescue Plan Act Stakeholder Meeting
- Spatial Repellent Study with Research Partners

- State Arbovirus Standards Meeting
- Emergency Relief Committee Meeting
- Invasive Plants Third Quarter Meeting
- Slidell Planning Commission Property Subdivision Approval
- LDH Water Wells and Septic System Pollution
- Civil Unrest Disaster Planning
- Sewage Communications Flyer Discussion
- Enterprise Fleet Management
- Spray Tracking Management Software Review
- AMVAC/Adapco Visit
- Board of Commissioners Meetings
- Staff Meetings

MOSQUITO CONTROL REPORT

The Director stated nine mosquito pools returned positive for WNV, out of 2,733 pools (0.33%) sampled this year. In addition, one mosquito pool returned positive for EEE. Due to the abundant rainfall this season, *Culex quinquefasciatus* populations remained below average, possibly contributing to the low virus activity.

Assistant Director Smotherman reported *Culex salinarius* was the most abundant species for the second quarter. As temperatures increase and rainfall subsides, *Culex quinquefasciatus* populations will increase. Ground adulticide sprayed 140,000 acres in June and ground larvicide treated 2,300 miles of septic ditches. Due to adverse weather throughout the season, ground adulticide operations were cancelled on 23 occasions and ground larviciding on 12. A substantial number of property inspections have been received this season, due to multiple reinfestations of woodland species.

ADJOURN

There being no further business, the meeting was adjourned at 2:36pm on a motion by Commissioner Englande. Commissioner Gerone seconded the motion. Carried.

Respectfully submitted,

Dr. Peter J. Gerone
Secretary

Appendices

1. Minutes
2. Treasurer's Report
3. Five-Year Accomplishments
4. Long Term (Five-Year) Agency Plan
5. Board of Ethics Advisory Opinion
6. 2021 Audit Report
7. Open Meetings Law
8. Commercial Property Renewal
9. Personnel Policy Handbook and Compensation Proposals
10. Director's Time Card

