

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting August 18, 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, via video conference.

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. Dawn Wesson, Advisor; Dr. Kevin Caillouet, Director; Mr. Calvin Smotherman, Assistant Director; and Mr. Weber Janssen, IT Specialist. Advisor Ron Francis was absent.

PUBLIC COMMENT PERIOD (Appendix 1)

Chairman Stuart opened the floor for public comment. No comments were received by either email or via the meeting chat box.

Director Caillouet reviewed the public comment policy adopted April 18, 2018 and the guidelines for public comments submitted during a video conference meeting.

MINUTES (Appendix 2)

The minutes from the July 21 meeting were presented. Commissioner Traina-Dorge moved to approve the minutes. Commissioner Gerone seconded the motion. The motion carried unanimously.

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

Director Caillouet presented the Treasurer's Report and summarized July disbursements, revenue, and vendor payments. Commissioner Gerone moved to accept the Treasurer's Report. Commissioner Englande seconded the motion. The motion carried with no opposition. The Treasurer's Report was approved in consideration of, and according to, the District's strategic operational and administrative priorities plan.

Commissioner Englande reviewed all credit card purchases for the month of July. All charge accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Traina-Dorge will verify credit card purchases before the September meeting. Commissioner Traina-Dorge moved to accept the credit card review. Commissioner Townsend seconded the motion. The motion carried unanimously.

MEETING CODE OF CONDUCT

The Director reviewed Louisiana R.S. 42:17.1 video conference meeting requirements and provisions for conducting, attending and participating in a public meeting via electronic means.

COVID-19 MITIGATION PROCEDURES

Director Caillouet reported that once again full COVID-19 precautions are required within the facility. When possible, supervisors will be working from home. To protect the core mission, the Director asked the Board to consider a staff-wide mandate for the COVID-19 vaccination, contingent upon FDA approval. Medical and religious vaccine exceptions will require documentation from a physician, pastor or religious leader.

Commissioner Gerone made a motion to mandate COVID-19 vaccines for all employees, subject to FDA approval. Commissioner Traina-Dorge seconded the motion. Chairman Stuart called for a vote; however, Commissioner Englande requested discussion beforehand to address the effects of a mandate upon the workforce. The Board considered weekly COVID-19 testing for the unvaccinated, inquired about termination of employment for noncompliance, and reviewed existing vaccination/health guidelines.

Following discussion, Chairman Stuart placed the motion before the Board to mandate the vaccine upon FDA approval or to dispense with the motion and suspend consideration at this point in time. Commissioner Gerone moved to table the consideration of staff-wide mandating of COVID-19 vaccinations, upon FDA approval, at this time. Commissioner Englande seconded the motion. The motion carried without opposition.

BOARD APPROVALS

To address the remaining critical or time-sensitive agenda items, the Director requested approval for consideration of these matters. Commissioner Traina-Dorge moved to bring these agenda items before the Board. Commissioner Gerone seconded the motion. The motion passed unanimously.

a. Public Bids

1. Cancellation of AgHusky Award

Director Caillouet reported that Airspray Kenya failed to respond to the August 16 deadline to complete the sale of the AgHusky. He asked the Board to rescind the bid award and sale of the aircraft to Airspray Kenya.

Commissioner Gerone so moved and Commissioner Townsend seconded the motion. The motion carried with no objections.

b. Contracts

1. Aircraft Brokerage Agreement (Appendix 4)

The Director requested approval to enter a brokerage agreement with Purco Inc. for the sale of the AgHusky. If the aircraft is sold during the terms of the agreement, a \$7,500 commission will be paid directly to the broker. Although the aircraft was appraised at \$100k, a minimum price of \$90k was suggested.

Commissioner Traina-Dorge moved to approve the brokerage agreement with Purco Inc., and the \$7500 commission upon sale of the aircraft. Commissioner Gerone seconded the motion. The motion carried unanimously.

2. Aircraft Refueler Truck (Appendix 5)

Director Caillouet reported that two bids were received for the aircraft refueler truck. Skymark Refuelers was noncompliant with bid specifications. The Director recommended awarding the bid to Technology International for \$182,995.

Commissioner Gerone moved to accept the bid of \$182,995 from Technology International for an aircraft refueler truck. Commissioner Englande seconded the motion. The motion carried without opposition.

3. Helicopter Landing Platform (Appendix 6)

The Director reported that the new helicopter will require a landing platform; however, no bids were received by the July 21 deadline. Heliwagon, Inc. recently submitted a quote for a wireless remote control landing platform, along with a sole source provider document. The cost of the platform is \$43,300.

Since this item was not included in the 2021 budget and exceeds the \$30k nonbudgeted item cost, Board approval was requested. Commissioner Gerone moved to approve the purchase of a helicopter landing platform from Heliwagon, Inc. for \$43,300. Commissioner Townsend seconded the motion. The motion carried unanimously.

c. Director's Time Card (Appendix 7)

Chairman Stuart reviewed and approved the Director's time card for July 18-August 14. Commissioner Traina-Dorge made a motion to accept the Director's time card. Commissioner Englande seconded the motion. Carried.

OLD BUSINESS

1. Five-Year Plan

Commissioner Englande requested an update on the findings of the SWOT analysis, in relation to the agency's five-year plan. He suggested marking each objective to indicate whether the goal would be achieved in the short, medium or long-term.

The Director reported that the SWOT analysis is underway. He noted that the annual operational and administrative priorities plan includes short term objectives. Both short and medium-term goals will be referenced as such in the five-year plan.

Advisor Wesson was pleased that the Director is exploring the possibility of including tick surveillance and control in the long-term plan. She was recently appointed to the Texas Tick Working Group and hopes to replicate some of their processes in Louisiana.

ADJOURN

There being no further business, the meeting was adjourned at 1:40pm on a motion by Commissioner Englande. Commissioner Traina-Dorge seconded the motion. Carried.

Respectfully submitted,

Dr. Peter J. Gerone
Secretary

Appendices

1. Public Comment Guidelines/Policy
2. Minutes
3. Treasurer's Report
4. Aircraft Brokerage Agreement
5. Aircraft Refueler Truck
6. Helicopter Landing Platform
7. Director's Time Card