

# MOSQUITO ABATEMENT

ST. TAMMANY PARISH

## MINUTES

### **Board of Commissioners Meeting November 16, 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, LA.

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. Kevin Caillouet, Director; Mr. Calvin Smotherman, Assistant Director; Mr. Chad Simon, Accounting Manager; and Mr. Weber Janssen, IT Specialist. Advisors Ron Francis and Dawn Wesson were absent. Michael Hunley, MSH Architects, was a guest at the meeting.

#### **PUBLIC COMMENT PERIOD**

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

#### **MINUTES** (Appendix 1)

The minutes from the October 20 meeting were presented. The minutes were approved on a motion by Commissioner Traina-Dorge and seconded by Commissioner Englande. The motion carried.

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

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

Chairman Stuart reviewed all credit card purchases for the month of October. All charge accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Englande will verify credit card purchases before the January meeting.

Commissioner Gerone moved to accept the Treasurer's Report and the credit card purchase review for October. Commissioner Traina-Dorge 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.

#### **ADOPTION OF 2022 OPERATING BUDGET AND BUDGET RESOLUTION** (Appendix 3)

Chairman Stuart presented the 2022 Budget Resolution. Projected revenue totaled \$9,452,972, with expenses estimated at \$10,609,776. The increase in expenditures is largely due to the campus expansion capital construction of \$2,725,000 and the aircraft refueler truck purchase for \$182,995.

Commissioner Englande resolved to adopt the 2022 Operating Budget and Resolution. Commissioner Townsend seconded the motion. The motion was put to a vote and carried.

YEAS - 5

NAYS - 0

ABSTAINED - 0

ABSENT - 0

Chairman Stuart called for a motion to consider Agenda Item 11 - Campus Expansion Update at this time. Commissioner Traina-Dorge so moved. Commissioner Englande seconded the motion. Carried.

**CAMPUS EXPANSION UPDATE** (Appendix 4)

Michael Hunley of MSH Architects provided an update on the campus expansion and revised fee structure. The project has been on hold since 2019, due to the existing and campus expansion property purchase. Since then, construction costs have increased substantially due to the lack of supplies and labor. After discussing the project scope with local contractors, all agreed that the project may exceed \$6M. He submitted a revised proposal of probable construction cost that included a 7.43% increase of \$347,513 in the fee structure and new cost scenario of \$408,319. This fee modification resulted in an increase of \$60,805.89.

**CLARIFICATION OF COVID-19 VACCINATION & TESTING MANDATE**

At the October 20 meeting the Board adopted the following resolution, "to strongly encourage vaccination for all staff; however, if they choose not to employees will submit to weekly testing at the District's expense beginning November 1, 2021". Chairman Stuart sought clarification of the Board's intent to strongly encourage testing instead of mandated testing. Director Caillouet suggested amending the resolution as follows, "to strongly encourage COVID-19 vaccinations for all staff". The Board concurred.

Commissioner Englande moved to approve the following verbiage for the resolution "to strongly encourage COVID-19 vaccinations for all staff". Commissioner Gerone seconded the motion. The motion carried unanimously.

**FIVE-YEAR STRATEGIC PLAN** (Appendix 5)

Director Caillouet reviewed the five-year strategic objectives: (1) leverage a multi-frame aerial fleet for enhanced prescriptive management of larval and adult mosquitoes, (2) develop habitat specific mosquito predictive modeling to improve management of larval populations, (3) develop and implement a parish-wide plan for water hyacinth control, the host plant of *Mansonia* spp. mosquitoes, (4) conduct basic and applied research, technological innovation, and political advocacy to mitigate the impact of onsite wastewater treatment systems on WNV vector populations, and (5) build a laboratory and training facility within the campus to enhance operations efficiency. He reviewed key performance indicators to increase the number of missions/acreage by 150% for larval marsh mosquitoes by 2023, develop a pilot aerial program to treat larval woodland populations by 2024, attain a 50% increase in helicopter aerial adulticide missions by 2026, and realize a 10-20% reduction in total acreage of adulticiding treatments by 2026. Commissioners will discuss the plan at the January 19 meeting.

**SALARY SURVEY REPORT** (Appendix 6)

The Director presented the Compensation and Benefits Assessment Report from human resources consulting firm Purple Ink. The survey reflected three salary levels based on years of experience and skill sets at the minimum, midpoint, and maximum salary range for each position.

Current compensation for 31 employees was within bounds, three salaries were listed as higher than the maximum, and 22 were listed as lower than the minimum range. More information is needed regarding the survey methodology to ensure an accurate comparison.

**2022 SALARY RANGE** (Appendix 7)

Director Caillouet reported that salaries are adjusted annually utilizing the September 12-month CPI, which was 5.3% due to the high rate of inflation. He asked the Board to consider the following three options for discussion at the January meeting: (1) continue to adjust the salary range by the 12-month CPI, setting the increase at zero if the CPI is negative, (2) continue to adjust the salary range by the 12-month CPI and allow the range to adjust adversely if the CPI is negative, or (3) adjust all employees to the 12-month CPI% for the median salary; wages less than the median salary are increased higher than the CPI% and wages greater than the median would not receive the full CPI% increase.

**PERSONNEL POLICY MANUAL REVISIONS**

The Director presented revisions to the Personnel Policy Handbook offered by Purple Ink. He noted amendments to the progressive disciplinary process allowing management more discretion, no set number of violations, and no set standard penalties. He reviewed the progressive disciplinary process indicating deficiencies documentation, a disciplinary committee of supervisors to address offenses, and verbal/written counseling with a corrective action plan. The committee would be able to suspend or terminate an employee at anytime for any reason.

**LA BOARD OF ETHICS ADVISORY OPINION** (Appendix 8)

Director Caillouet reported that the Louisiana Ethics Board rendered an advisory opinion as to the following: (1) Can agency employees/inventors receive royalties from the sale or licensing of its invention to purchasers outside of its jurisdiction of St. Tammany Parish collected property tax and (2) Can the agency engage the Parish Council to develop codes and ordinances requiring property owners to use such a device to monitor their OWTS if the product is offered to residents at cost (no royalty or net profit received)?

The Ethics Board concluded that (1) ... as royalty-sharing payments were set forth as duly authorized compensation...any royalties paid pursuant to these agreements would be compensation to which employees are duly entitled to receive and (2) any official action taken by the St. Tammany Parish Council would not represent a violation of LA R.S. 42:1116A, regardless of whether these devices would be sold at cost or for profit.

**SALE OF THREE DISTRICT VEHICLES**

Assistant Director Smotherman reviewed a list of three surplus vehicles, with minimum bids for each truck as follows:

- 2002 F-150 Regular Cab, 142k miles, \$2,000 (uses oil)
- 2002 F-150 Regular Cab, 182k miles, \$2,800
- 2002 F-150 Regular Cab Heritage, 195k miles, \$3,000

Commissioner Traina-Dorge moved to accept public bids for the sale of three trucks, at the minimum prices presented, and open bids at the January meeting. Commissioner Townsend seconded the motion. Carried.

**BOARD APPROVALS**

a. Travel

1. LMCA - Virtual Meeting - December 7-8

The Director mentioned that the deadline for early registration is Friday, November 19. Commissioners interested in attending should advise management by Friday.

2. AMCA - February 28-March 4, 2022 - Jacksonville, FL

Director Caillouet reported the AMCA Annual Meeting will be a hybrid meeting. Commissioners interested in attending should advise management.

b. Bids - Director Caillouet stated that all contracts or agreements have been or will be sent to Legal Counsel Abdalla for approval.

1. Blackstar (rotor-wing services) Addendum and Payout

The Director requested approval of an amendment to the aerial application services contract with Blackstar, LLC regarding guaranteed payment terms, including the payout of \$125k from 2021 surplus funds.

Commissioner Gerone moved to approve the Blackstar rotor-wing services addendum and \$125k payout. Commissioner Englande seconded the motion. Carried.

2. Opening of Insecticide/Herbicide Bids

Six insecticide/herbicide bids were received from the following vendors:

Adapco, Inc.	Red River Specialties
Clarke Mosquito Control	Target Specialty Products
Gaubert Oil	Verseris

Commissioner Gerone moved to authorize bid review by management to select the lowest responsive pesticide/herbicide bid or the most cost effective bid based on application rates. Commissioner Traina-Dorge seconded the motion. Management will present its findings at the January meeting for Board approval.

3. MSH Architect Revised Fee Structure

Director Caillouet reviewed the revised fee structure totaling \$60,805.89. This fee calculation splits the difference between the original cost scenario (\$4.5M) and the new cost (\$5.35M), at 7.34%, resulting in a total fee of \$408,319.

Commissioner Traina-Dorge moved to approve MSH Architect's revised fee structure of \$60,805.89. Commissioner Englande seconded the motion. Carried.

4. Wetland Mitigation Credit Talisheek, LLC Agreement

The Director stated RFP's were accepted for the campus expansion wetland mitigation. He presented the lowest proposal for a Mitigation Credit Supply Agreement between the District and Talisheek, LLC for \$62,160.

Commissioner Townsend moved to approve the Agreement. Commissioner Gerone seconded the motion. Carried.

5. Stratum Engineering Subsurface Exploration

Director Caillouet accepted RFP's for the campus expansion soil boring survey. Stratum Engineering Subsurface Exploration submitted the lowest proposal at \$6,900.

Commissioner Townsend moved to accept the proposal from Stratum Engineering for \$6,900. Commissioner Englande seconded the motion. Carried.

6. Bell Helicopter Ferrying Agreement

The Director presented an amendment to the Bell Textron purchase agreement to provide a ferry flight to transport the helicopter from the facility in Pine Flats, TN to the District, at a cost of \$6,993 for a certified Bell helicopter pilot, travel and fuel.

Commissioner Traina-Dorge moved to approve the ferrying amendment for \$6993. Commissioner Gerone seconded the motion. Carried.

c. Director's Time Card, Leave and Travel (October 10-November 6) (Appendix 9)

Chairman Stuart reviewed the Director's time card, leave and travel for October 10-November 6. The Director also presented two travel authorization forms for approval. The first to Piney Flats, TN to perform the final inspection on the new Bell helicopter and the second for travel to St. Augustine, FL for the annual Florida Fly-In.

Chairman Stuart called for a motion to approve the Director's time card, leave and travel. Commissioner Gerone so moved. Commissioner Traina-Dorge seconded the motion. Carried.

**CALENDAR OF EVENTS**

The Director reviewed recent and upcoming events.

- Louisiana Legislative Auditor Training Workshop
- LMCA Annual Meeting Committee (every Monday/Friday)
- Design Regroup Meeting with MSH Architects
- Sewage Analysis meeting with CDC
- Meeting with Clarke Mosquito Control Representatives
- Meeting with Valent Biosciences Representatives
- Senecio Robotics Meeting
- Meeting with St. Tammany Parish President Mike Cooper
- Helicopter Pilot Resume Review, Interviews, and Hiring

- CDC Centers of Excellence in Vector Borne Disease RFP Planning Meeting
- GIS Analyst Resume Review
- Meeting with Broward County Florida MAD Director
- GIS Analyst Interviews
- Sewage Monitor Project Engineer Meeting
- STPMAD Thanksgiving Luncheon
- Bell Helicopter Final Inspection
- December Staff Meeting
- Sewage Analysis Meeting with CDC
- LMCA Virtual Annual Meeting
- Helicopter Pilot John Sable Begins Employment December 17
- Thanksgiving, Christmas and New Year's holidays
- Florida Fly-In Conference
- January 19 Board of Commissioners Meeting, School Board Chambers, 1pm
- The Board of Commissioners will not meet in December 2021

### **MOSQUITO CONTROL REPORT**

Director Caillouet reported a total of 15 mosquito pools (0.31%) returned positive for WNV and two mosquito pools (0.04%) returned positive for EEE, out of 4,795 tested. Two WNV infected human cases were also reported. The 2021 season experienced low arbovirus activity.

Assistant Director Smotherman reported the top five species for October were *Culex nigripalpus*, *Cx. salinarius*, *Cx. quinquefasciatus*, *Mansonia titillans*, and *Cx. erraticus*. Vector abundance remained low for this time of year. Acres sprayed by ground adulticiding trucks surpassed 2020 treatments for October. Larvicide treatments were average for this time of year, with decreased *Cx. quinquefasciatus* populations noted throughout the season.

### **ADJOURN**

There being no further business, the meeting was adjourned at 2:20pm on a motion by Commissioner Traina-Dorge. Commissioner Gerone seconded the motion. Carried.

Respectfully submitted,

Dr. Peter J. Gerone  
Secretary

### **Appendices**

1. Minutes
2. Treasurer's Report
3. 2022 Proposed Operating Budget
4. Campus Expansion Update
5. Five-Year Strategic Plan
6. Salary Survey Report
7. 2022 Salary Range
8. Ethics Advisory Opinion
9. Director's Time Card, Leave & Travel

