

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting January 19, 2022

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, and Dr. Vicki Traina-Dorge, Commissioners; Mr. Jake Abdalla, Legal Counsel; Dr. Dawn Wesson, Advisor; Dr. Kevin Caillouet, Director; Mr. Calvin Smotherman, Assistant Director; Mr. Chad Simon, Accounting Manager; and Mr. Weber Janssen, IT Specialist. Commissioner Kathryn Townsend and Advisor Ron Francis were absent.

PUBLIC COMMENT PERIOD

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

MINUTES (Appendix 1)

The minutes from the November 16 public hearing and regular meeting were presented. The minutes were approved on a motion by Commissioner Englande and seconded by Commissioner Traina-Dorge. The motion carried.

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

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

Commissioner Traina-Dorge moved to accept the Treasurer's Report as presented. Commissioner Gerone seconded the motion. The motion carried. 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 months of November and December. All charge accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Traina-Dorge will verify credit card purchases before the February meeting.

Commissioner Gerone moved to accept the credit card purchase review for November and December. Commissioner Traina-Dorge seconded the motion. The motion carried.

SALARY RANGE 2022

The Director reviewed the Salary and Benefits Survey 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 the national average, three salaries were higher than the maximum, and 22 were lower than the minimum.

Director Caillouet addressed the three salaries listed as higher than the maximum. The Media and Outreach Coordinator position was incorrectly classified. This employee more specifically functions as a Public Information and Outreach Coordinator. Their job title will be changed to appropriately reflect their duties and responsibilities. The second is a retiring employee who manages additional duties that do not compare with the national average. The third requires a high-skill and locally available pilot, which justifies this position's salary. Purple Ink was unable to provide local wages and salaries.

The Director stated the standard practice is to annually adjust salaries and salary ranges by the September 12-month CPI, which was 5.4% and is currently 7.0%. Based on performance evaluations, employees are also eligible to receive an additional 1-2%, unless they have reached their maximum salary. He asked the Board to consider approval of a 5.4% cost of living increase for 2022, based on the consumer price index.

Commissioner Gerone made a motion to approve the 5.4% cost of living increase for all employees for 2022. Commissioner Englande seconded the motion. Carried.

DIRECTOR'S PERFORMANCE EVALUATION

The performance evaluation process for Director Caillouet was presented to the Board. The Director's self-evaluation will be emailed to each Commissioner, along with an independent evaluation form to assess his job performance. Commissioners should complete and forward the Director's performance evaluation to Chairman Stuart by January 31. The Chairman will compile the responses for review at the February 16 meeting.

FUTURE BOARD MEETING FORMAT

The Board discussed the format for future meetings. Chairman Stuart recommended in-person meetings, which are better suited for productivity and efficiency. Many businesses, churches, restaurants, government buildings, and museums have reopened.

Commissioner Traina-Dorge reported there has been a huge surge in the Omicron variant, with more than a 200% increase in the number of infections and hospitalizations. It would be reasonable for the time being to remain conservative and hold virtual meetings.

Legal Counsel Abdalla has yet to receive an opinion from the Attorney General on voting remotely during hybrid meetings. Commissioner Englande suggested the Board consider meeting formats on a monthly basis. Director Caillouet will poll commissioners approximately two weeks before the next meeting to determine preferred meeting arrangements.

BOARD APPROVALS

a. Travel - None

b. Bids

1. Opening Bids for Sale of Ag Husky

One bid was received from JJ Merchant for \$57,777, which was below the minimum bid price of \$83k. The bid was rejected.

The Director requested Board approval to rebid the Ag Husky at a minimum bid price of \$63k, the original purchase price for the aircraft. Bids will be opened at the February 16 meeting.

Commissioner Traina-Dorge moved to rebid the Ag Husky, setting a minimum bid price of \$63k. Commissioner Englande seconded the motion. Carried.

2. Opening Bids for Sale of Three District Vehicles

Director Caillouet opened and awarded* bids as follows:

F-31 2002 Ford F-150 Pickup (minimum bid \$2,000)
JJ Merchant - \$2,179.79*

F-34 2002 Ford F-150 Pickup (minimum bid \$2,800)
JJ Merchant - \$2,877.77
Rickey Paul Boudreaux II - \$3,300*

F-38 2004 Ford Heritage (minimum bid \$3,000)
JJ Merchant - \$3,177.77*

Commissioner Gerone moved to award the three District vehicles as stated by the Director. Commissioner Traina-Dorge seconded the motion. Carried.

3. Minimum Bid Price for Micronair Spray Nozzles Auction

Director Caillouet stated that contractor Blackstar LLC returned the two Micronair spray nozzles used during aerial missions. The Director asked the Board to set a minimum bid price of \$1,400 each.

Commissioner Traina-Dorge moved to receive bids for the sale of two Micronair spray nozzles and set the minimum bid price at \$1,400 each. Commissioner Gerone seconded the motion. Carried.

4. Insecticide and Herbicide Bid Awards 2022 (Appendix 3)

Six sealed insecticide/herbicide bids were received as follows: Adapco, Clarke Mosquito Control Products, Gaubert Oil, Red River Specialties, Target Specialty Products, and Vesperis. Assistant Director Smotherman presented and reviewed the products, indicating the lowest responsive bid for each category.

Commissioner Englande moved to approve the insecticide and herbicide bids as reviewed and recommended by management. The motion was seconded by Commissioner Traina-Dorge. Carried. (The bid award table is attached.)

c. Contracts

1. Flood Insurance Renewal (Appendix 4)

The Director presented the flood insurance renewal for the Administrative Building. The renewal cost is \$4,486 for \$500k building and \$400k contents coverage.

Commissioner Traina-Dorge moved to approve the flood insurance renewal for \$4,486, subject to Legal Counsel Abdalla's review and approval. Commissioner Gerone seconded the motion. Carried.

2. Audit Engagement Letter (Appendix 5)

Director Caillouet presented the engagement agreement from Ericksen Krentel to perform the audit for the year ending December 31, 2021.

Commissioner Englande moved to accept the audit engagement services of Ericksen Krentel, subject to legal counsel review and approval. Commissioner Gerone seconded the motion. Carried.

3. Flight Check Flight Training Agreement (Appendix 6)

The Director reported that Flight Check will provide additional onsite ground and flight training for new pilot John Sable in the Bell Helicopter at a cost of \$9,100.

Commissioner Traina-Dorge moved to approve the Flight Check Training Agreement, pending Legal Counsel Abdalla review and approval. Commissioner Gerone seconded the motion. Carried.

4. High Limit Pilot Life Accident Insurance (Appendix 7)

The Director sought approval for High Limit Pilot Life Accident Insurance for pilot John Sable. The policy provides a \$675k death benefit for an annual premium of \$3,470. This coverage will also be maintained for former full-time pilot Brandon Campbell, who accepted a part-time non-seasonal position to continue performing nighttime aerial adulticide missions.

Commissioner Englande moved to approve the High Limit Pilot Life Accident Insurance coverage for \$3,470 for pilot John Sable, upon legal counsel review and approval. Commissioner Gerone seconded the motion. Carried.

5. Renewal Co-Pilot Contract (Appendix 8)

Director Caillouet presented the 2022 co-pilot contract, with rates to reflect the 5.4% CPI. This contract will be offered to pilot Jeffrey Fletcher, who can provide additional pilot-in-command training to John Sable. Due to the acquisition of the Bell Helicopter, Aerial Supervisor Paul Spadoni is reviewing all existing contract co-pilot certifications, ratings and aircraft experience, before extending 2022 contracts.

Commissioner Gerone made a motion to approve the 2022 co-pilot contract, pending Legal Counsel Abdalla's review and approval. Commissioner Traina-Dorge seconded the motion. Carried.

d. Director's Time Card, Leave and Travel (November 7-January 15) (Appendix 9)

Chairman Stuart reviewed the Director's time card, leave and travel for November 7-January 15.

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

ADJOURN

There being no further business, the meeting was adjourned at 2:02pm on a motion by Commissioner Gerone. Commissioner Traina-Dorge seconded the motion. Carried.

Respectfully submitted,

Dr. Peter J. Gerone
Secretary

Appendices

1. Minutes
2. Treasurer's Report
3. Insecticide/Herbicide Bid Awards
4. Flood Insurance Renewal
5. Audit Engagement Letter
6. Flight Check Flight Training Agreement
7. High Limit Pilot Life Accident Insurance
8. Co-Pilot Contract