

# MOSQUITO ABATEMENT

ST. TAMMANY PARISH

## **MINUTES**

### **Board of Commissioners Meeting February 16, 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, at 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, and Ms. Kathryn Townsend, Commissioners; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; Mr. Chad Simon, Accounting Manager; and Mr. Weber Janssen, IT Specialist. Assistant Director Calvin Smotherman attended virtually. Commissioner Vicki Traina-Dorge and Advisors Ron Francis and Dawn Wesson were absent.

#### **PUBLIC COMMENT PERIOD**

Chairman Stuart opened the floor for public comment. There were no members of the public present.

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

The minutes from the January 19 meeting were presented. The minutes were approved on a motion by Commissioner Englande and seconded by Commissioner Townsend. The motion carried.

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

Chairman Stuart stated that Commissioner Traina-Dorge reviewed all credit card purchases for the month of January. All charge accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Townsend will verify credit card purchases before the March meeting.

Commissioner Gerone moved to accept the credit card purchases review as presented by Chairman Stuart. Commissioner Townsend seconded the motion. Carried.

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

Commissioner Englande 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.

### **ANNUAL COMPLIANCE**

#### Sexual Harassment, Ethics Training, Business Ethics Policy

The following annual compliance guidelines were distributed to the Board of Commissioners: sexual harassment prevention training videos, Louisiana Board of Ethics online training, and the Business Ethics Policy and Acknowledgment. Commissioners were asked to complete all annual compliance by the March 16 meeting.

### **FIVE-YEAR STRATEGIC PLAN** (Appendix 3)

Director Caillouet reviewed the Five-Year Strategic Plan as follows:

- (1) Leverage a multi-frame aerial fleet for enhanced prescriptive management of larval and adult mosquitoes.
- (2) Develop habitat specific (marsh, woodland, sewage-associated) mosquito predictive modeling to improve management of larval populations.
- (3) Develop and implement a parishwide plan for control of water hyacinth, the invasive 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 West Nile virus vector populations.
- (5) Build laboratory and training capacity within the District campus to enhance operations efficiency.

Commissioner Englande moved to approve the Five-Year Strategic Plan. Commissioner Townsend seconded the motion. Carried.

### **2022 OPERATIONAL & ADMINISTRATIVE PRIORITIES** (Appendix 4)

Director Caillouet summarized planned objectives for 2022, including data logger placement, the Bell helicopter acquisition, and summer camp outreach programs. A GIS Manager was recently hired, with a PhD in remote sensing. Dr. Hieu Duong will develop and manage the GIS system and evaluate the efficacy of high-resolution LiDAR to aid in the management of water hyacinth and floodwater mosquito habitats.

Commissioner Englande moved to approve the 2022 Operational & Administrative Priorities Plan. Commissioner Townsend seconded the motion. Carried.

### **PERSONNEL POLICY HANDBOOK UPDATES**

Director Caillouet reviewed the suggested changes to the Personnel Policy Handbook, initially presented to the Board in November. Human Resources Consulting Firm Purple Ink reviewed all policies, procedures and compensation. The primary revision allows for a more progressive disciplinary process with greater administrative discretion, no defined number of violations, and no set standard penalties. The progressive disciplinary process includes performance deficiency notes, a disciplinary committee of supervisors, verbal deficiency counseling, written counseling records, and a corrective action plan. Additional handbook changes were primarily focused on modernizing the language throughout the document. Discussion followed.

Commissioner Townsend moved to accept the 2022 Personnel Policy Handbook revisions offered by Purple Ink. Commissioner Gerone seconded the motion. Carried.

### **CAMPUS EXPANSION UPDATE**

The Director provided an update on the campus expansion. The soil analysis was recently completed. The architect is preparing the construction documents for contractor bids, which will be opened at a public meeting in late April, and then awarded at the May 18 regular meeting of the Board. The estimated date of completion is April 2023.

### **INTEGRATED MOSQUITO MANAGEMENT PLAN** (Appendix 5)

Director Caillouet presented the Integrated Mosquito Management Plan (IMM). He highlighted the primary changes for 2022 which address new temperature-based vector abundance thresholds and adult mosquito retreatment intervals. Mosquito treatments are prescribed on an as-needed basis when thresholds have been met; however, certain exceptions apply when arbovirus risk is elevated. The frequency of applications and thresholds for treatment will be determined according to average daily temperatures from the previous 14 days and the number of days between adult mosquito treatments. Optimum frequency of vector control applications becomes necessary as temperatures rise and mosquito larvae develop more rapidly, adult mosquito abundance and blood meal opportunities increase, viral activity peaks, and the onset of human transmission occurs. A public notice to receive public comment will be issued, before Board approval of the IMM Plan at the March 16 meeting.

### **BOARD APPROVALS**

#### a. Travel (Appendix 6 and 7)

Director Caillouet presented travel authorizations for the Bell Helicopter final inspection in Piney Flats, TN and the AMCA Annual Meeting in Jacksonville, FL.

Commissioner Gerone moved to approve the Director's travel. Commissioner Townsend seconded the motion. Carried.

#### b. Bids

##### 1. Purchase of Automated Mosquito Identification Services

No bids were received.

##### 2. Purchase of Jet Fuel

Two bids were received as follows:

Campbell Oil Company

Sun Coast Resources, Inc.

Commissioner Gerone moved to award the jet fuel bid to the lowest responsive bidder, pending the review and approval of both bids by management and legal counsel. Commissioner Townsend seconded the motion. Carried.

3. Sale of the Ag Husky

Four bids were received as follows:

Williamsburg Air Service - \$78,900  
JJ Merchant - \$63,777.77

Steve Grossman - \$76,502  
Brett's Spray Service - \$75,333

Commissioner Englande moved to award the sale of the Ag Husky to the highest bidder Williamsburg Air Service for \$78,900. Commissioner Townsend seconded the motion. Carried.

c. Contracts

1. Intact Commercial Casualty Renewal Proposal (Appendix 8)

The Director reported the commercial casualty policy renews on March 1. The renewal premium is \$429,543; roughly a 7% rate increase.

Commissioner Gerone moved to accept the Intact commercial casualty renewal as presented, pending legal counsel review and approval. Commissioner Englande seconded the motion. Carried.

2. Central Life Sciences Non-Disclosure Agreement (Appendix 9)

Director Caillouet presented the non-disclosure agreement with Central Life Sciences to evaluate their new active ingredient for adulticiding. Legal Counsel Abdalla previously reviewed and approved the non-disclosure agreement.

Commissioner Englande moved to accept the Non-Disclosure Agreement from Central Life Sciences. Commissioner Townsend seconded the motion. Carried.

d. Director's Time Card, Leave and Travel (January 16-February 12) (Appendix 10)

Chairman Stuart reviewed the Director's time card, leave and travel for January 16-February 12.

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

**CALENDAR OF EVENTS**

The Director reviewed recent operational highlights and upcoming events.

- Board of Commissioners Meetings
- Integrated Mosquito Management Planning
- LMCA 2022 Annual Meeting Planning
- Sewage Coalition Planning Meetings
- Helicopter Final Inspection
- February Staff Meeting
- Campus Expansion Construction Specification Meeting
- LSU Master Student Thesis Meeting
- Training Day 2022 Planning Meetings
- IT Policy Review Meetings

- Enterprise Fleet Management Meeting
- Ericksen & Krentel Audit Interview Meeting
- Research Study Planning
- AMCA Annual Meeting (February 28-March 4)
- Season Launch Party (March 11 at 6pm)
- Training Day 2022 (March 14)

### **EXECUTIVE SESSION - DIRECTOR'S PERFORMANCE EVALUATION**

Commissioner Englande made a motion to enter executive session to discuss Director Caillouet's performance evaluation at 2:20pm. Commissioner Townsend seconded the motion. Carried.

Chairman Stuart closed the executive session and resumed the regular session of the Board of Commissioner's meeting at 2:50pm.

Chairman Stuart stated that the Board concluded discussion and deliberation of the Director's 2021 performance evaluation. In addition to the 5.4% cost of living increase, the Director will receive a merit increase of 3%.

Commissioner Englande so moved and Commissioner Townsend seconded the motion. Carried.

### **ADJOURN**

There being no further business, the meeting was adjourned at 2:52pm on a motion by Commissioner Englande. Commissioner Townsend seconded the motion. Carried.

Respectfully submitted,

Dr. Peter J. Gerone  
Secretary

### **Appendices**

1. Minutes
2. Treasurer's Report
3. Five-Year Strategic Plan
4. 2022 Operational & Administrative Priorities
5. Integrated Mosquito Management Plan
6. Travel to Piney Flats, TN
7. Travel to Jacksonville, FL
8. Intact Commercial Casualty Renewal Proposal
9. Central Life Sciences Non-Disclosure Agreement
10. Director's Time Card

