

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

BOARD OF COMMISSIONERS

David C. Stuart, *Chairman*

Dr. Peter J. Gerone, *Secretary-Treasurer*

Dr. Andrew J. Englande, *Commissioner*

Kathryn Townsend, *Commissioner*

Dr. Vicki Traina-Dorge, *Commissioner*

DIRECTOR

Dr. Kevin A. Caillouet, *Ph.D., M.S.P.H.*

MINUTES

Board of Commissioners Meeting June 15, 2022

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 12:59pm by Chairman David Stuart, at the St. Tammany Parish Mosquito Abatement District, 62436 Airport Road, Slidell, LA.

Present were Dr. A.J. Englande, Jr., Dr. Peter Gerone, Mr. David Stuart, Ms. Kathryn Townsend, and Dr. Vicki Traina-Dorge, Commissioners; Dr. Ron Francis, Advisor; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; Mr. Calvin Smotherman, Assistant Director; and Mr. Chad Simon, Accounting Manager. Dr. Dawn Wesson, Advisor, attended the meeting virtually.

Guests included Mrs. Jennifer Bushnell, Outreach and Media Specialist; Dr. Hieu Duong, GIS Specialist; Mr. Michael Hunley, MSH Architects; Mr. Anthony Alfred, and Mr. Simon Lorenzo.

PUBLIC COMMENT PERIOD

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

MINUTES (Appendix 1)

The minutes from the May 18 and May 31 public meetings 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 May disbursements, revenue, and vendor payments. He also provided an update on the Raymond James investment account.

Commissioner Traina-Dorge moved to accept the Treasurer's Report as presented. Commissioner Townsend 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 Traina-Dorge reviewed all credit card purchases for the month of May. All charge accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Townsend will verify credit card purchases before the July meeting.

Commissioner Townsend moved to accept the credit card purchase review. Commissioner Traina-Dorge seconded the motion. Carried.

COMMISSIONER STIPEND AND TRAVEL REIMBURSEMENT (Appendix 3)

Chairman Stuart asked about mileage reimbursement for the Board of Commissioners at the May meeting. Director Caillouet reported the Louisiana Revised Statutes Title 33, §7723 Board of commissioners; membership; qualifications and terms states that "such boards shall serve without compensation, but the members shall be reimbursed for reasonable expenses incurred in connection with their official duties".

The Director proposed travel reimbursement for commissioners at the current IRS mileage rate of \$0.625/mile, round-trip from home to the meeting location. Carpooling drivers will receive reimbursement from pickup locations to meeting destinations. After reviewing the statute, Legal Counsel Abdalla agreed that travel reimbursement is a reasonable expense.

Commissioner Traina-Dorge moved to approve travel reimbursement for commissioners using their personal vehicles to attend monthly meetings. Commissioner Englande seconded the motion. Carried.

CAMPUS EXPANSION UPDATE (Appendix 4)

Director Caillouet reviewed the campus expansion timeline as follows: \$4M initial estimate and assignment (September 2018), \$5.5M new estimated cost and assignment (August 2019), property acquisition totaling \$629K (October 2021), funds expended to date total \$996K (land purchase/architect fees) and current remaining assigned funds of \$4.5K.

The Director reported that the facilities construction contractor bids were opened at the May 31 public meeting. Voelkel McWilliams submitted the lowest responsive bid at \$7.31M (\$6.493M base bid for the new facility and alternate \$817K for existing facility renovations and chemical shed). Legal Counsel Abdalla agreed that the lowest responsive bidder, Voelkel McWilliams, should be awarded the contractor bid. The Director stated that the total project would require an additional \$2,805,945 in assigned funds.

Architect Michael Hunley stated only two contractors bid on the project, largely due to labor shortages. He also does not foresee a reprieve in escalating construction costs. The only unknown is the excavation cost; however, public bids lock-in contractor bids.

Director Caillouet stated that the Board must accept or reject the lowest responsive bid for this project. If approved, Legal Counsel Abdalla will review the construction contract, before final Board approval at the July meeting. The Director also sought Board approval to assign an additional \$2,805,945 for the entire project. Director Caillouet reviewed the balance of accounts and noted that assigning these additional funds would lower the unassigned balance to \$3,283,898 (43% of the 2022 operating expenses) and suggested resetting the unassigned balance by adjusting the policy from "at least 0.5 to at least 0.25 years of the current year's operating expenses, not to exceed 3.0 years of the current year's operating expenses".

Commissioner Traina-Dorge moved to approve Voelkel McWilliams' contractor bid of \$7.31M (\$6.493M-base bid/\$817K-alternative). Commissioner Englande seconded the motion. Carried.

Commissioner England made a motion to approve additional assigned funds of \$2,805,945 for the total campus expansion. Commissioner Gerone seconded the motion. Carried.

Commissioner Townsend moved to reduce the unassigned fund balance policy from "at least 0.5 to at least 0.25 years of the current year's operating expenses, not to exceed 3.0 years of the current year's operating expenses". Commissioner Traina-Dorge seconded the motion. The motion carried.

WEBSITE ANALYSIS REPORT

Outreach and Media Specialist Jennifer Bushnell provided a detailed website analysis report. She reviewed the audience overview, count of sessions, users by time of day, ranking of parish locations, most frequently accessed pages, behavioral flow chart, user demographics, and devices used to access the website.

GIS PROJECT UPDATES

Dr. Hieu Duong, GIS Specialist, presented GIS and remote sensing tasks accomplished since his employment in January. He also provided a biography of his education and background. Complete GIS assignments included: adulticide schedule mission web app, landing rate monitoring dashboard, history query for adulticide treatments, year-to-date traps, service requests and landing rates dashboard, BG counter dashboard, and arable weather station map dashboard. In addition, he provided an in-depth review of remote sensing tasks: hyacinth mapping using NAIP images, septic vs census, extraction of ground pools using LIDAR data, and mosquito predictive modeling.

BOARD APPROVALS

a. Travel - None

b. Bids

1. Facilities Construction Contractor (Appendix 5)

This agenda item was presented and approved by the Board during the Campus Expansion Update.

c. Contracts

1. Official Journal (Appendix 6)

Director Caillouet presented the renewal contract from the St. Tammany Farmer, the official parish journal. The renewal rates are \$4.62/column inch or \$0.33/agate line for public notice, and \$25 per affidavit of publication. The contract begins July 1, 2022 and ends June 30, 2023.

Commissioner Townsend moved to accept the renewal contact as presented, pending legal counsel review and approval. Commissioner Traina-Dorge seconded the motion. The motion carried.

d. Director's Time Card, Leave and Travel - May 8-June 4 (Appendix 7)

Chairman Stuart reviewed the Director's time card, leave and travel for May 8-June 4.

Commissioner Traina-Dorge moved to approve the Director's time card, leave and travel. Commissioner Gerone seconded the motion. Carried.

CALENDAR OF EVENTS

The Director reviewed recent operational highlights and upcoming events.

- CDC Sewage and *Cpq* Analysis
- Tammany Ten-Step Data Analysis
- NOMTCB Lab Visit
- Tulane IVLP Presentation
- Construction Bid Opening
- EPA Onsite Wastewater Meeting
- STP Wastewater Task Force
- CDC DVBID EEE Modeling
- NWS Mosquito Predictive Modeling
- Bug Hunt Outreach at Cub Scout Camp
- LMCA Annual Meeting Planning
- Clarke and Central Life Sciences Visits
- LWCC Visit
- Emergency Relief Committee Meeting
- Monthly Board of Commissioners Meetings
- Monthly Staff Meetings

MOSQUITO CONTROL REPORT

Director Caillouet reported nine mosquito pools (0.48%) returned positive for West Nile virus, out of 1,811 tested by the Louisiana Animal Disease Diagnostic Laboratory (LADDL) at LSU. The positive pools were found in *Culex quinquefasciatus* (1.1%) and *Cx. salinarius* (0.4%).

Assistant Director Smotherman reviewed the top five mosquito species for May. The most abundant species were *Culex salinarius*, *Cx. quinquefasciatus*, *Cx. erraticus*, *Anopheles crucians*, and *Coquilleltidia perturbans*. Arbovirus trap collections of *Cx. quinquefasciatus* multiplied, due to rising temperatures. Ground adulticide increased as compared with 2021; however, stormy weather conditions resulted in decreased larvicide treatments. Aerial adulticiding operations treated a total of 165,424 acres in May and June. Property inspection service requests varied weekly, with a total of 211 requests received in May 2022, as compared to 287 in May 2021.

ADJOURN

There being no further business, the meeting was adjourned at 2:51pm on a motion by Commissioner Traina-Dorge and seconded by Commissioner Townsend. Carried.

Respectfully submitted,

Peter J. Gerone
Secretary

Appendices

1. Minutes
2. Treasurer's Report
3. Stipend and Travel Reimbursement
4. Funds Assigned
5. Contractor Bids
6. Official Journal
7. Director's Time Card

