

# 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 September 21, 2022**

#### **OPEN**

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 12:48pm 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, and Ms. Kathryn Townsend, Commissioners; Dr. Ron Francis and Dr. Dawn Wesson, Advisors; Mr. Jake Abdalla, Legal Counsel; Dr. Kevin Caillouet, Director; Mr. Calvin Smotherman, Assistant Director; and Mr. Chad Simon, Accounting Manager. Dr. Vicki Traina-Dorge, Commissioner, was 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 August 17 meeting were presented. The minutes were approved on a motion by Commissioner Englande and seconded by Commissioner Gerone. Carried.

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

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

Commissioner Townsend made a motion to accept the Treasurer's Report as presented. Commissioner Gerone seconded 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 month of August. All charge accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Traina-Dorge will verify credit card purchases before the October meeting.

Commissioner Gerone made a motion to accept the credit card purchase review. Commissioner Townsend seconded the motion. Carried.

**ADOPTION OF THE AMENDED 2022 BUDGET** (Appendix 3)

Commissioner Englande made a motion to amend the agenda to include the adoption of the amended 2022 budget. Commissioner Gerone seconded the motion. Carried.

Director Caillouet presented the amended 2022 budget. He reported the delayed delivery of the Bell Helicopter (\$3.4M) and capital construction in progress (\$632K) increased 2022 budget expenditures by \$4,037,904.

Commissioner Gerone moved to approve the amended 2022 budget as presented. Commissioner Townsend seconded the motion. Carried.

**PROPERTY INSURANCE**

Director Caillouet stated the Insurance Review Committee met with AllPhase Insurance Agent Bob Neal several times. Mr. Neal reviewed the existing commercial property values for the administrative building and airplane hangar totaling \$2,591,320. He also used a commercial insurance model to estimate the replacement cost value (RCV) for both buildings at \$5,314,940, indicating the existing facility and hangar are underinsured by \$2,723,620.

The Director noted there is an immediate need for adequate RCV coverage, as the current insured value has remained the same since the facility was constructed in 2008. Chairman Stuart impressed the need for a knowledgeable and fair insurance agent to evaluate the risk, use standardized model calculations to determine adequate RCV coverage, and protect the District's interest in a reasonable way. Commissioner Englande asked the Director to consult with an additional insurance agent to obtain another estimate.

**EMPLOYEE SATISFACTION SURVEY**

Director Caillouet presented the results of the Employee Satisfaction Survey. Eighty-three percent of employees completed the survey and the matrix was very positive. At the September staff meeting, the Director addressed employee grievances and suggestions. He also reviewed the decision-making process, which takes into account employee and public safety, best practices, service to parish taxpayers, and a fair workplace.

**PROFESSIONAL CERTIFICATION PAY INCREASES**

The Director reported some employees asked about compensation for additional acquired skills that professionally benefit the District. Since very little upward mobility is available, he sought Board consideration for professional certification pay increases for employees who attain licenses that are not job requirements. These certifications would enhance the professional skill set of employees. However, job requirement certifications (e.g., field biologists must obtain an 8A license) are not eligible. Proposed professional certification pay increases were presented as follows.

Part-time staff (larviciders and night drivers)  
8A Mosquito Control Applicator - \$500

Full-time Field Staff  
UAV Part 107 (drone) - \$500  
Aquatic Herbicide Applicator - \$500  
8D Mosquito Control Supervisor - \$1,000

Employees who already obtained their Aquatic Pest Control Applicator license would receive a retroactive increase. Certifications for other agency positions will be considered on a case-by-case basis.

The Director asked the Board to consider a resolution to support the professional certification salary increase strategy as presented, effective January 2023.

Commissioner Townsend moved to support the professional certification pay increase strategy, as outlined by the Director. Commissioner Gerone seconded the motion. Carried.

### **LLA CENTER FOR LOCAL GOVERNMENT EXCELLENCE TRAINING**

Director Caillouet reported the Louisiana Legislative Auditor's annual training on best practices for governmental agencies is scheduled November 2-3 in Lafayette. Board members were invited to attend the workshop in-person or via live-stream.

### **CAMPUS EXPANSION PROJECT**

The Director provided an update on the campus expansion project. The initial geotechnical survey suggested removal of soil from the parking area (1 foot) and under the building (2 feet). Subsurface draining issues from the adjacent property doubled soil removal for both areas and multiplied the cost.

### **BOARD APPROVALS**

#### a. Travel

1. LMCA Annual Meeting - Kinder, LA - December 6-8, 2022

Commissioners planning to attend the LMCA meeting should advise the Director by the October 19 meeting.

2. AMCA Annual Meeting - Reno, NV -February 27-March 3, 2023

Commissioners were asked to complete travel forms with preferred dates of travel by January 1.

#### b. Bids

1. 1985 Fuel Truck

The minimum bid for the sale of the 1985 fuel truck was set at \$1,000. One bid was received as follows.

JJ Merchant/James Durham                      \$1,777.77

Commissioner Englande moved to accept the bid from JJ Merchant/James Durham for \$1,777.77. Commissioner Townsend seconded the motion. Carried.

c. Contracts

1. Adaptation Strategies NDA and Service Agreement

The Director reported Adaptation Strategies provided a SepticMD phase one proposal of \$12K for product assessment and market research, feasibility, and futurecasting for the onsite wastewater treatment monitoring system. A report will be delivered by December for this phase of their consultation.

Commissioner Englande moved to accept the proposal, pending legal counsel review and approval. Commissioner Townsend seconded the motion. Carried.

2. VeriDaaS LiDAR

Director Caillouet stated that VeriDaaS provided a project quote of \$101,500 to provide 30 ppsm ground-classified Geiger-Mode LiDAR data. The manned flight will collect water pooling data to predict mosquito larval habitats.

Commissioner Gerone moved to approve the project with VeriDaaS, pending legal counsel review and approval. Commissioner Englande seconded the motion. Carried.

3. ADS Multi-Spectral Imagery

A request for proposals (RFP) was issued for multi-spectral imagery and four vendors responded. The Director explained that multi-spectral imagery would aid in the targeting of water hyacinth for *Mansonia* spp. source reduction. This data also classifies swimming pools, tree types (broadleaf vs. needle), and building footprints. He recommended awarding the contract to Air Data Solutions (ADS). The cost for imagery at 11cm pixel resolution for the entire parish is \$74,630; however, \$60K is already allocated in the 2022 budget.

Commissioner Townsend moved to award the multi-spectral imagery contract to Air Data Solutions, contingent upon legal counsel review. Commissioner Gerone seconded the motion. Carried.

4. Frontier Precision Treatment Tracking Software

Director Caillouet stated an RFP was issued for combined software/hardware for treatment tracking. Two proposals were received as follows.

Frontier Precision (software) and Clarke (hardware)	\$239,950.36
Frontier Precision (software only)	\$ 96,562.70
(including annual software support/maintenance)	\$ 7,800.00

The Director proposed awarding the software proposal and annual software support/maintenance to Frontier Precision and issuing a public bid for necessary compatible hardware to retrofit existing equipment.

Commissioner Townsend so moved, pending legal counsel review and approval. Commissioner Englande seconded the motion. Carried.

5. High Limit Pilot Life Insurance - Patrick Riley

Director Caillouet presented the high limit pilot life insurance for Patrick Riley. The policy provides a principal sum benefit of \$675K, in case of accident death and dismemberment. The annual cost for this coverage is \$3,514.

Commissioner Englande moved to accept the high limit pilot life insurance for Patrick Riley, contingent upon legal counsel review. Commissioner Townsend seconded the motion. Carried.

6. Innovative Turbine

The Director presented the renewal proposal from Innovative Turbine. The annual administrative fee (\$3,800) and monthly inspection fee (\$3,800) for the Twin Otter aircraft totaled \$49,400. In addition, the cost for general repair services is \$115 per hour.

The renewal proposal from Innovative Turbine was approved on a motion by Commissioner Englande and seconded by Commissioner Townsend, pending legal counsel review and approval. The motion carried.

7. Contingent Aerial Adulticide Services

Director Caillouet stated that two companies provided proposals for contingent aerial adulticide services as follows.

Clarke Environmental Mosquito Management/Dynamic Aviation	\$0.74/acre
Vector Disease Control International (VDCI)	\$0.75/acre

Commissioner Townsend moved to accept the Clarke Environment Mosquito Management/Dynamic Aviation proposal at \$0.74/acre, contingent upon legal counsel contract approval. Commissioner Gerone seconded the motion. Carried.

8. FlightSafety International Training

The Director stated all Twin Otter fixed-wing aircraft training is provided by FlightSafety International in Toronto, Canada. He requested Board approval for pilots John Sable and Patrick Riley to attend this three-week training and certification program at a cost of \$11,450 each.

Commissioner Englande made a motion to approve training for both pilots by FlightSafety International, pending legal counsel review. Commissioner Gerone seconded the motion. Carried.

9. Justifacts Background Checks

Director Caillouet proposed entering an agreement with Justifacts to obtain criminal background searches for new hires. The cost is \$69.50 per search, with a one-time account activation fee of \$65. Legal Counsel Abdalla reviewed and approved this agreement.

Commissioner Townsend moved to approve this agreement as presented. Commissioner Gerone seconded the motion. Carried.

10. Sage Intacct

Director Caillouet presented the Sage Intacct accounting and inventory control software renewal. The renewal cost is \$25,920, a seven (7%) increase from 2021.

Commissioner Englande moved to accept the Sage Intacct software renewal, pending legal counsel review. The motion was seconded by Commissioner Townsend. The motion carried.

d. Director's Time Card, Leave and Travel - August 14-September 10 (Appendix 4)

Chairman Stuart reviewed the Director's time card, leave and travel for August 14-September 10.

Commissioner Townsend moved to approve the Director's time card, leave and travel. Commissioner Englande seconded the motion. Carried.

**NOVEMBER BOARD MEETING DATE**

The November Board meeting will be held Tuesday, November 15. A public hearing to accept public comment on the proposed 2023 Operating Budget will begin at 12:45pm, followed by the regular meeting at 1:00pm.

**CALENDAR OF EVENTS**

The Director reviewed recent operational highlights and upcoming events.

- LMCA Annual Meeting Planning
- Lab 2023 Objections Planning
- Invasive Plants Software Meeting
- Field Operations 2023 Objectives Planning
- Office Manager Hiring, Technology Testing, and Interviews
- Adaptation Strategies Meeting
- VeriDaaS LiDAR Meetings
- CDC Meetings
- AllPhase Insurance Meetings
- Pontchartrain Conservancy Meeting
- Campus Expansion Construction Meetings
- Treatment Tracking Review and Vendor Meetings
- Gilsbar Healthcare Insurance Review

- GIS District Meeting
- DWTF Research Committee Meeting
- Outreach and Media 2023 Objectives Planning
- Departmental Budget Meetings
- Valent Biosciences Meeting and Visit
- Cedarwood School Outreach
- Emergency Relief Committee Meeting
- Directors Roundtable Meeting
- Board of Commissioners Meetings
- Staff Meetings

### **MOSQUITO CONTROL REPORT**

Director Caillouet reported 126 mosquito pools (2.3%) returned positive for West Nile virus, out of 4,012 tested by the Louisiana Animal Disease Diagnostic Laboratory (LADDL) at LSU. The Department of Health reported a total of 33 neuroinvasive human cases of West Nile virus in Louisiana, with approximately half from this region. Sixty-five WNV infected pools were detected in *Culex quinquefasciatus*, 32 in *Cx. salinarius*, and 22 in *Cx. nigripalpus*. Seven hundred bird sera were sampled this year, with seven confirmed positive.

Assistant Director Smotherman reported *Cx. salinarius* and *Cx. nigripalpus* populations simultaneously escalated, creating a widespread infestation. *Cx. nigripalpus* are expected to continue to intensify into the fall. He also reviewed the weekly average trap totals for the last seven years, with trap totals higher than the last several years. Ground adulticide and larvicide treatments increased in August, as compared with 2021.

### **ADJOURN**

There being no further business, the meeting was adjourned at 2:12pm on a motion by Commissioner Englande and seconded by Commissioner Gerone. Carried.

Respectfully submitted,



Peter J. Gerone  
Secretary

### Appendices

1. Minutes
2. Treasurer's Report
3. Amended 2022 Operating Budget
4. Director's Time Card