

# 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.

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. Kevin Caillouet, Director; Mr. Calvin Smotherman, Assistant Director; Mr. Chad Simon, Accounting Manager; Mr. Weber Janssen, IT Specialist, and Susan Lowrie and Sarah Malasovich, Office Managers. Dr. Dawn Wesson, Advisor, attended remotely. Commissioner Kathryn Townsend was absent.

#### **PUBLIC COMMENT PERIOD**

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

#### **MINUTES** (Appendices 1 and 2)

The minutes from the November 15 public hearing and regular meeting were presented. The minutes were approved on a motion by Commissioner Traina-Dorge and seconded by Commissioner Gerone. The motion carried.

#### **TREASURER'S REPORT AND CREDIT CARD PURCHASES** (Appendix 3)

Accounting Manager Simon presented the Treasurer's Report and summarized 2022 year-end disbursements, revenue, and vendor payments.

Commissioner Stuart 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 Englande will verify credit card purchases before the February meeting.

Commissioner Englande moved to accept the Treasurer's Report and the credit card purchase review for November and December. 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.

#### **2022 ANNUAL REPORT AND 2023 OPERATIONAL PRIORITIES** (Appendices 4 and 5)

Director Caillouet highlighted numerous achievements for 2022, including:

- Decreased millage
- Purchase of the Bell Helicopter
- Hiring of the GIS Manager
- Addressing the wastewater crisis in the parish, including the creation and membership within the Presidential Task Force

The Board commended the District for its accomplishments, and Director Caillouet summarized that the 2021 five year plan has set the stage for all that has been accomplished in 2022.

Director Caillouet then shared the 2023 Operational and Administrative Priorities, disclosing that the supervisors and the staff provided their lists of priorities that were then consolidated. He listed the goals and priorities including overcoming the challenges of pilot availability within the Aerial Department, continuing efforts in herbicide control of water hyacinth, moving to a common platform for ground operations, and utilizing additional technologies and tools to improve services throughout the District. A motion was made by Commissioner Traina-Dorge to accept the 2022 Annual Report and 2023 Operational Priorities as presented, seconded by Commissioner Gerone. The motion carried.

#### **PERSONNEL POLICY HANDBOOK REVISIONS** (Appendix 6)

Director Caillouet disclosed that the 2023 revisions in the Personnel Policy Handbook are minor and primarily to provide clarity on the policies within. He stated that the handbook would be emailed to each board member for review prior to approval at the February 15 meeting.

#### **COMMISSIONER SUCCESSION PLANNING**

As the three year term will end for each commissioner at the end of 2023, Director Caillouet asked the board to consider plans for the next term. Chairman Stuart indicated that he will not seek or accept renewal following this term. Director Caillouet asked the Board to consider their potential to fill the chairperson role, and to offer suggestions of community members who would be good commissioners for the district.

#### **INVENTION UPDATE**

The Director provided an update on the Septic MD monitoring device, being developed with Adaptive Strategies. The Director will invite Adaptive Strategies to present the new proposal at the February 15 meeting.

#### **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 15 meeting

#### **CAMPUS EXPANSION UPDATE**

Director Caillouet updated the board, sharing that the beams and trusses are going up. Accounting Manager Simon reviewed the costs to-date, stating that the district has paid \$2.3 million to-date, below the 2022 milestone of \$3.4 million. The building is anticipated to be complete by the end of 2023, and the remodel of the existing facility is anticipated to be complete by April of 2024.

#### **OFFICE RECYCLING PROGRAM**

The Director described how, per Commissioner Traina-Dorge's suggestion, the District purchased 3 large and 15 office-size recycling bins and has committed to collecting recyclable materials and transporting them to the Stranco facility on Highway 59. Advisor Wesson discussed a company in New Orleans, called Glass Half Full, that coordinates glass recycling and utilizes the materials for coastal restoration, mentioning that an operation like that would be beneficial to St. Tammany Parish.

**RETIREMENT RESOLUTION – SUSAN LOWRIE** (Appendix 7)

Chairman Stuart presented a resolution honoring retiree Susan Lowrie's 24 years of service to the District and St. Tammany Parish residents. Ms. Lowrie began employment on January 19, 1999 and made lasting contributions serving as secretary/receptionist and office manager for the District, and recording secretary for the Board of Commissioners of the District.. The resolution further recognized Mrs. Lowrie's significant personal achievements and invaluable contributions. Mrs. Lowrie thanked the Board for their support throughout her tenure.

Commissioner Englande moved to accept the resolution as presented. Commissioner Traina-Dorge seconded the motion. Carried.

**BOARD APPROVALS**

a. Travel

1. Director's Travel to the LMCA Annual Meeting (Appendix 8)

Chairman Stuart reviewed the Director's travel to the LMCA Annual Meeting.

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

Director Caillouet and Commissioner Townsend's travel authorizations for the AMCA Annual Meeting were presented to the Board. Commissioner Gerone move to accept all authorizations for travel as presented. Commissioner Traina-Dorge seconded, motion carried.

b. Bids

1. Insecticide and Herbicide Bid Awards 2023 (Appendix 9)

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

Commissioner Traina-Dorge moved to approve the insecticide and herbicide bids as reviewed and recommended by management. The motion was seconded by Commissioner Englande and carried.

c. Contracts

1. Flood Insurance Renewal (Appendix 10)

The Director presented the flood insurance renewal for the Administrative Building. The renewal cost is \$3,062 for \$500k building and \$400k contents coverage.

2. High Limit Pilot Life Accident Insurance (Appendix 11)

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 \$3,574.

3. ESRI License Agreement (Appendix 12)

The Director sought approval to renew the licenses for ESRI Mapping Software (3-year renewal), for \$16,607.14.

4. GIS District MOU

Director Caillouet requested Board approval to renew an existing GIS Memorandum of Understanding (MOU) with other parish entities.

5. GPS Insight Fleet Tracking

Director Caillouet sought approval for an agreement with GPS Insight Fleet Tracking for GPS Trackers within each vehicle.

6. 2023 Pilot Contracts (Appendix 13)

The Director reviewed the pilot contracts, discussing the need to adjust the pay to attract more qualified pilots.

7. Audit Engagement Letter/LLA Enhanced Audit (Appendices 14 and 15)

Director Caillouet presented the engagement agreement and LLA Enhanced Audit Engagement Letter from Ericksen Krentel to perform the audits for the year ending December 31, 2022.

Commissioner Englande moved to accept each item, pending legal counsel approval where not yet obtained. The motion was seconded by Commissioner Traina-Dorge and carried.

d. Director's Time Card, Leave and Travel (November 6 – January 14) (Appendix 16)

Chairman Stuart reviewed the Director's time card, leave and travel for November 6 – January 14, and found all to be consistent with District policy, proper and accurate. Commissioner Traina-Dorge moved to approve, seconded by Commissioner Gerone. The motion carried.

### **CALENDAR OF EVENTS**

The Director reviewed recent operational highlights and upcoming events.

- Board of Commissioners' Meetings
- Thanksgiving Lunch and Christmas Party
- Thanksgiving, Christmas and New Year's Holidays
- Statistical Analyst Contract
- 2023 Goal Setting Meetings
- LMCA Annual Meeting Prep Meeting and Presentation Practices, Annual Meeting and Recap
- ULL Mosquitofish Collaborator Meeting
- Senecio Mosquito ID Robotics Meeting
- Field Biologist Hiring Interviews
- Construction Update Meetings
- Security Systems Contractor Meeting
- CDC NOFO Meeting
- STPMAD Staff Meetings
- New Building Generator Sizing Meeting
- Septic MD Development Meeting
- Supervisor Group Goal Setting Meeting
- Emergency Relief Committee Meeting
- Contract Pilot Pay Discussion Meeting
- Supervisor Performance Evaluations
- Susan Lowrie's Retirement Party
- Field Operations 2023 Planning
- IMM 2023 Planning
- DWTF Research Committee Meeting

### **MOSQUITO CONTROL REPORT**

Assistant Director Smotherman notified the Board that he has been elected to the Board of Directors for LMCA. Director Caillouet reported recap summaries for 2022. 136 mosquito pools (2.6%) returned positive for West Nile virus, out of 5,237 tested by the Louisiana Animal Disease Diagnostic Laboratory (LADDL) at LSU. The Department of Health reported a total of four human cases in St. Tammany Parish

in 2022, with a total of 20 in the region. Most of the WNV infected mosquito pools were found in *Culex quinquefasciatus* (4.3%).

Assistant Director Smotherman continued the recap of 2022 operations, noting that night adulticiding ground operations treated 702,410 acres over 1,076 missions, and daytime larviciding treated 11,191 miles over 3,127 missions. Aerial operations completed 28 missions, treating 659,868 acres. Director Smotherman shared results indicated by landing rates that demonstrate the effectiveness of night adulticide products. He summarized spikes of mosquito populations across the year and displayed heat maps, prepared by GIS Manager Hieu Duong, expressing how data modeling is allowing the district to measure and report more detailed and improved metrics than ever before.

### **ADJOURN**

There being no further business, the meeting was adjourned at 2:55 pm on a motion by Commissioner Traina-Dorge and seconded by Commissioner Englande. Carried.

Respectfully submitted,



Dr. Peter J. Gerone  
Secretary

### **Appendices**

1. 1. Minutes – Public Hearing 11.15.2022
2. Minutes – Regular Meeting 11.15.2022
3. Treasurer’s Report
4. 2022 Annual Report
5. 2023 Operational & Administrative Priorities
6. 2023 Personnel Policy Handbook Revisions
7. Retirement Resolution – Susan Lowrie
8. LMCA Post-Travel Authorization – Director
9. 2023 Insecticide/Herbicide Bid Awards
10. Flood Insurance Renewal
11. High Limit Pilot Life Accident Insurance
12. ESRI License Agreement
13. 2023 Pilot Contract
14. Audit Engagement Letter
15. LLA Enhanced Audit Letter
16. Director’s Time Card