

# MOSQUITO ABATEMENT

## ST. TAMMANY PARISH

### MINUTES

#### Board of Commissioners Meeting

February 15, 2023

#### OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 1:00 pm by Chairman David Stuart.

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

#### 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 18, 2023 public hearing and regular meeting were presented. The minutes were approved on a motion by Commissioner Traina-Dorge and seconded by Commissioner Englande. The motion carried.

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

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

Commissioner Englande reviewed all credit card purchases for the month of January. All charge accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Traina-Dorge will verify credit card purchases before the March meeting. A motion to approve the credit card purchases was made by Commissioner Gerone. Seconded by Commissioner Traina-Dorge, the motion carried.

#### ADAPTATION STRATEGIES – SEPTIC MD UPDATE

Andrea Calvin, William Pestoff, Steve Picou and Grasshopper Mendoza of Adaptation Strategies joined the meeting remotely. After a brief review of the next phase, a comprehensive strategic consulting plan, they defined the next two tasks related to the innovation of the Septic MD product.

#### ANNUAL COMPLIANCE

The following annual compliance guidelines were reviewed and 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.

#### 2023 PERSONNEL POLICY HANDBOOK REVISIONS (Appendix 3)

Commissioner Townsend moved to approve the revisions to the 2023 Personnel Policy Handbook. Commissioner Traina-Dorge seconded. The motion carried.

#### ANNUAL HEALTH SCREENING POLICY

For 2024, we are recommending a bi-annual physical to confirm that the employee can complete the requirements of the job. Each job description has its own physical requirements. The district will pay for the cost of the physical if it

is scheduled by the Office Manager, and employees may be “clocked in” for the duration of the physical. Commissioner Traina-Dorge made a motion to approve the bi-annual health screening policy. Commissioner Townsend seconded the motion, which passed unanimously.

### **CAMPUS EXPANSION UPDATE**

Director Caillouet updated the board, sharing that some roofing and siding is going in on the new buildings. Accounting Manager Chad Simon updated the Board on the project-to-date expenses, including a proposed Change Order due to unexpected additions to the original plans and a significant cost for adjusted cut/fill soil change requirements. The Change Order totals \$310,851.10 in additional charges. Commissioner Englande presented a motion to increase the existing construction variance to 10% for Board Approval. Commissioner Traina-Dorge so moved, and Commissioner Townsend seconded. The motion carried.

Director Caillouet then discussed some additional equipment requirements that fall outside of the budgeted project, totaling approximately \$85,000. The District is requesting three bids for each component of equipment, AV equipment and Security Controls. Commissioner England moved to accept that process as described. Commissioner Gerone seconded, and the motion carried.

### **INTEGRATED MOSQUITO MANAGEMENT PLAN** (Appendix 4)

Director Caillouet described the process historically utilized by the District to determine treatment thresholds. Using data gathered from previous years, the District has adjusted the thresholds for vector species trap counts and nuisance species controls. Director Caillouet will provide seasonal information for the next board meeting. Commissioner Traina-Dorge left the meeting.

### **BOARD APPROVALS**

#### a. Travel

#### b. Bids

##### 1. Purchase of Jet Fuel Bid

Two sealed bids for the purchase of jet fuel were received as follows:  
Campbell Oil Company  
Sun Coast Resources, Inc.

The District will review the bids and present recommendations at the March meeting.

#### c. Contracts

##### 1. Commercial Casualty Renewal Proposal (Appendix 5)

The Director presented the commercial casualty insurance renewal for the Administrative Building. Two proposals were presented, with premiums of \$452,191.92 and \$330,589. Director Caillouet recommended binding the renewal package at \$330,589.

##### 2. Statistical Analyst – Mark Myer (Appendix 6)

The Director sought approval for a contract with Mark Myer to provide model building and statistical analysis services at a rate of \$105 per hour.

##### 3. ULL Mosquitofish Research (Appendix 7)

The Director sought approval to contract with the ULL Mosquitofish researcher to determine sewage influence on the habitat for mosquitofish. Commissioner Englande will review the ULL Mosquitofish proposal and will present that to the Board at the March meeting.

##### 4. High Limit Pilot Life Insurance – Charles Hollis (Appendix 8)

Director Caillouet requested Board approval to contract high limit pilot life insurance for new pilot Charles Hollis.

5. Adaptation Strategies Consulting (Appendix 9)  
Director Caillouet sought approval for contracting with Adaptation Strategies at a cost of \$15,000.
6. LWCC (Workers' Compensation Insurance) Renewal (Appendix 10)  
The Director reviewed the renewal of LWCC (Worker's Compensation) Insurance which is in-line with previous cost, with a renewal premium of \$124,570.

Commissioner Townsend made a motion to accept all contracts, pending legal review and approval, except the ULL Mosquitofish Researcher Contract until it is further reviewed by Commissioner England and is reviewed again by the Board. The motion was seconded by Commissioner Gerone and carried.

- d. Director's Time Card, Leave and Travel (January 15 – February 11) (Appendix 11)  
Chairman Stuart reviewed the Director's time card, leave and travel for January 15 through February 11, 2023, and found all to be consistent with District policy, proper and accurate. Commissioner Townsend moved to approve, seconded by Commissioner Englande. The motion carried.

### **CALENDAR OF EVENTS**

The Director reviewed recent operational highlights and upcoming events.

- Board of Commissioners' Meetings
- Construction Updates
- Supervisor Performance Evaluations
- Susan Lowrie's Retirement Party
- Administrative Policy Review Meetings
- IMM 2023 Planning
- Field Operations Trap Planning Meetings
- DWTF Sewage Cost/Benefits Analysis
- DWTF Research and Technology Meeting
- STPMAD Staff Meetings
- Collaborator Meeting with Cornell University
- Fecal Source Tracking with EBS
- AMCA Presentation Review
- STPSB Career Expo – Harbor Center
- OWTS Point Location Database Meetings
- Review of Credit Card Policies Meeting
- EAA Meeting
- Mardi Gras and President's Day Holidays
- Arbovirus Surveillance Standards Meeting
- AMCA Annual Meeting
- Outreach: Woodlake Elementary STEM Fest

### **MOSQUITO CONTROL REPORT**

Assistant Director Smotherman reported on populations of *Culex quinquefasciatus* and *Culex salinarius*, noting there is higher than anticipated numbers of *Cx. salinarius* for this time of year. The District has not begun annual larvicide or adulticide treatments, but new tracking software to be used this season is being piloted, which will make the data pulls much easier and more accurate.

### **EXECUTIVE SESSION**

Commissioner Englande made a motion to enter executive session to discuss Director Caillouet's performance evaluation at 2:18pm. Commissioner Townsend seconded the motion, which carried.

A motion to adjourn Executive Session was made by Commiossioner England, seconded by Commissioner Townsend, and carried. Chairman Stuart closed the executive session and resumed the regular session of the Board of Commissioner's meeting at 2:40pm.

**ADJOURN**

There being no further business, the meeting was adjourned at 2:40 pm on a motion by Commissioner Gerone and seconded by Commissioner Townsend. Carried.

Respectfully submitted,



Dr. Peter J. Gerone  
Secretary

**Appendices**

1. Minutes – Regular Meeting 01.18.2023
2. Treasurer's Report
3. 2023 Personnel Policy Handbook Revisions
4. Integrated Mosquito Management Plan
5. Commercial Casualty Renewal
6. Statistical Analyst Contract
7. ULL Mosquitofish Research Contract
8. High Limit Pilot Life Accident Insurance
9. Adaptation Strategies Agreement
10. Workers' Compensation Insurance Renewal
11. Director's Time Card