

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting

April 19, 2023

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 1:00 p.m. 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, and Mr. David Stuart, Commissioners; Mr. Jake Abdalla, Legal Counsel; Dr. Dawn Wesson, Advisor; Mr. Calvin Smotherman, Assistant Director; Mr. Chad Simon, Accounting Manager; Mr. Weber Janssen IT Specialist; and Mrs. Sarah Malasovich, Office Manager. Commissioners Ms. Kathryn Townsend, and Dr. Vicki Traina-Dorge were absent. Dr. Kevin Caillouet, Director, joined the meeting at 2:06 p.m.

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 March 15 meeting were presented. The minutes were approved on a motion by Commissioner Englande and seconded by Commissioner Gerone. The motion carried.

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

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

Chairman Stuart called for a motion to approve the Treasurer's Report as presented. Commissioner Gerone so moved. Commissioner Englande 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 Townsend reviewed all credit card purchases for the month of March. All charge accounts were found reasonable, accurate and consistent with District purchasing policies. Chairman Stuart will verify credit card purchases before the April meeting.

Commissioner Englande moved to approve the credit card purchases review as presented, seconded by Commissioner Gerone. Carried.

FIVE YEAR FINANCIAL PROJECTION (Appendix 3)

Accounting Manager Chad Simon presented the District's five-year financial projection, specifying that the ad valorem and annualized growth percentage are both fluid and change

annually. The District projections reflect a maintenance of approximately six months' worth of operating expenses in contingency, in alignment with the District's policy.

MILLAGE PROJECTION

Accounting Manager Chad Simon presented the District's millage projection, sharing the historical millage collected and what the District recommends to maintain the projections presented.

MILLAGE ADOPTION

Chairman Stuart formally stated that the Board of Commissioners intends to adopt the 2023 millage at the public board meeting on May 17, 2023 at the recommended rate of 3.35 mils.

ASSIGNED FUNDS PLAN

The LLA Best Practices discourages "rainy day" contingent funds, so the District is recommending removing the items from the assigned funds account that do not reflect planned multi-year projects, and re-disbursing the funds within that account into the unassigned funds account. Items recommended for removal as assigned funds include disaster/mosquito contingencies, HVAC replacement, and aircraft engine replacement. The Board tabled this item until the May 17 meeting for further consideration.

EMAIL AND CYBERCRIME SECURITY (Appendix 3)

IT Specialist Weber Janssen reviewed a phishing email that was sent to a board member, ostensibly from the Director. Mr. Janssen recommended tools to avoid falling victim to similar scams by verifying the email address carefully, and confirming any requests that seem unusual or involve an expense prior to acting upon the request. Additionally, Mr. Janssen detailed other protective actions the District takes to protect its digital data, software and hardware.

CAMPUS EXPANSION UPDATE

Assistant Director Smotherman updated the board on the status of the new building construction, sharing that rough-ins are mostly complete and stated that the construction is in-line with the building expansion budget. The timeline is forecasted to be ahead of schedule, with anticipated completion around the beginning of October 2023.

LWCC DIVIDEND

Assistant Director Smotherman detailed that the Worker's Compensation Insurance premium for 2022 was \$120,346 and a dividend of \$111,189.61 will be issued by LWCC to the District.

TIER 2.1 PERSONAL FINANCIAL DISCLOSURE STATEMENTS DUE MAY 15, 2023

(Appendix 4)

Tier 2.1 Personal Financial Disclosure Statements are annually required for all members of a board or commission with authority to expend, disburse or invest \$10k or more of funds in a fiscal year. Commissioners must submit their financial disclosure statements to the Board of Ethics by May 15.

BOARD APPROVALS

- a. Travel
- b. Contracts

1. Aerial Hull & Liability Insurance Renewal (Appendix 5)
Assistant Director Smotherman requested approval of the aerial hull and liability insurance renewal proposal.
2. Kiisa, Inc. – Leadership Training Contract (Appendix 6)
Assistant Director Smotherman requested approval of the contract with Kiisa, Inc., for leadership training on communication, contract resolution, etc., will be provided for all supervisors in-house by an external trainer.
3. Central Life Sciences Contract (Appendix 7)
Assistant Director Smotherman requested approval of the contract with Central Life Sciences.
4. Go Media Audio-Visual Contract (Appendix 8)
Assistant Director Smotherman requested approval of the contract with Go Media, for audio-visual equipment for the new building training center.

A motion to approve all above contracts, subject to approval by legal counsel, was made by Commissioner Englande. Seconded by Commissioner Gerone, the motion approved.

c. Bids

Door Access Controls – ADS Systems (Appendix 9)

IT Specialist Janssen reviewed the sole bid, amounting to \$23,773 for both systems, submitted by ADS Systems, Inc. Chairman Stuart requested a motion to approve the bid and award the contract pending review by legal counsel. Commissioner Englande so moved, seconded by Commissioner Gerone and carried.

d. Director's Time Card, Leave and Travel (March 12-April 15) (Appendix 10)

Chairman Stuart reviewed the Director's time card, leave and travel for March 12 through April 15.

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

CALENDAR OF EVENTS

The Director reviewed recent operational highlights and upcoming events:

- STPMAD Board of Commissioners Meetings
- LLA Training
- Construction Meetings
- Water Level Sensor Deployment
- CDC Sewage Analysis
- DWTF Education Outreach and other Meetings
- Teaching Advanced Medical Entomology – Tulane

- Millage & Financial Projection Review Meeting
- Mosquito Habitat Predictive Modeling
- LMCA Spring Workshop
- LMCA Annual Meeting Planning Meetings
- AgNav Training
- STPMAD Staff Meetings
- Emergency Relief Committee Meeting
- GIS District Meeting
- OWTS Ordinance Drafting
- Kiisa Leadership Training

MOSQUITO CONTROL REPORT

Assistant Director Smotherman shared the monthly mosquito control report. *Culex salinarius* was the top species collected by a significant margin. *Culex quinquefasciatus* was the next most widely trapped species. Ground adulticide missions have continued with approx. 60,000 acres treated. Approximately 1,200 miles were treated in larvicide missions. There are no arbovirus data to report. Mr. Smotherman also informed the Board that the spray system developed for the Bell Helicopter was not working correctly. The tank was designed by Isolair to be used with this helicopter with the product Dibrom, but the District has found that Dibrom is not compatible with the tank system. The District has determined that the use of Imperium instead of Dibrom will allow helicopter adulticide missions to take place sooner, while the district is obtaining a tank system that will work with Dibrom.

ADJOURN

There being no further business, the meeting was adjourned at 2:16 p.m. on a motion by Commissioner Englande. Commissioner Gerone seconded the motion. Carried.

Respectfully submitted,

A handwritten signature in black ink that reads "Peter J. Gerone" followed by a stylized monogram "KAC".

Dr. Peter J. Gerone
Secretary

Appendices

1. Minutes
2. Treasurer's Report & Credit Card Purchases
3. Five Year Financial Projection
4. Tier 2.1 Financial Disclosure
5. Aerial Hull & Liability Insurance Renewal
6. Kiisa Inc. Contract
7. Central Life Sciences Contract
8. Go Media Audio-Visual Contract
9. ADS Systems, Inc. Bid
10. Director's Time Card, Leave & Travel