

# MOSQUITO ABATEMENT

## ST. TAMMANY PARISH

### MINUTES

#### Board of Commissioners Meeting

July 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, Ms. Kathryn Townsend and Mr. David Stuart, Commissioners; Mr. Jake Abdalla, Legal Counsel; Anthony Alfred, Advisor; Dr. Kevin Caillouet, Director; Mr. Calvin Smotherman, Assistant Director; Mr. Chad Simon, Accounting Manager; and Mrs. Sarah Malasovich, Office Manager. Also present was guest Jim Tonglet of Erickson Krentel. Dr. Vicki Traina-Dorge was absent. Advisor Dawn Wesson attended the meeting remotely.

#### PUBLIC COMMENT PERIOD

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

#### BOARD APPROVALS

1. Minutes (Appendix 1) - the minutes from the June 21 meeting were presented. Chairman Stuart called for a motion to approve those minutes. Commissioner Englande so moved, seconded by Commissioner Gerone, and carried.
2. Credit Card Purchases – Commissioner Townsend reviewed all credit card purchases for the month of June. All charge accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Gerone moved to approve the credit card purchases review as presented, seconded by Commissioner Englande. Carried. Commissioner Traina-Dorge will verify credit card purchases before the August meeting.
3. Travel – none
4. Director's Time Card and Leave (June 18 – July 15) (Appendix 2) - Chairman Stuart reviewed the Director's time card and leave for June 18 through July 15. Chairman Stuart called for a motion to approve the Director's time card. Commissioner Townsend so moved, seconded by Commissioner Gerone, and carried.
5. Bids – none
6. Contracts
  - A. Commercial Property Insurance Renewal (Appendix 3): Director Caillouet requested approval of the insurance policy renewal, noting that the annual premium increased from \$95,256 to \$169,251, noting that the property value has been adjusted to be more accurate. Chairman Stuart discussed that the Louisiana market is challenging at this time.

Chairman Stuart called for motion to approve this renewal, so made by Commissioner Gerone. Seconded by Commissioner Townsend, carried. Commissioner Englande requested that the minutes reflect that the costs appear excessive and additional review should take place prior to renewal in 2024.

### **OLD BUSINESS**

1. Campus Expansion Update – Director Caillouet updated the Board on the construction of the new building. Occupancy still tentatively scheduled for October, but reiterating the electrical panel delay, a change order has been requested for a new electrical arrangement that will cost an estimated \$4,000. This new arrangement may require use of a generator or other power source to allow for electrical use during the remainder of the build, which will be the responsibility of the contractor. Discussion of options for power continuity in case of an outage ensued.
2. Hurricane Plan Review – The District has added steps to update employee contacts and secondary contacts utilizing the existing payroll program. Following an event, the district will contact employees via phone messaging alerts and polls. Finally, on-site sheltering can be provided on an as-needed basis for critical-to-return employees. Off-site sheltering and per diem costs could be paid for short terms if employees are performing a public service role at that time. Evacuation costs cannot be paid unless employees are performing a public service. Additional discussion regarding communication options ensued. Mr. Tonglet confirmed that the District has performed sufficient due diligence and that the plans put forth are appropriate and in line with legal requirements.

### **NEW BUSINESS**

1. Treasurer's Report (Appendix 4) - Accounting Manager Simon presented the Treasurer's Report and summarized June disbursements, revenue, and vendor payments and reviewed the balances of the accounts. Commissioner Stuart called for a motion to approve the Treasurer's Report. Commissioner Englande so moved, seconded by Commissioner Gerone, and carried.
2. Audit Exit Conference (Appendix 5) – Mr Tonglet reviewed the audit findings for the year-end December 31, 2022. Erickson Krentel published the audit findings including an unmodified or clean opinion. Mr. Tonglet confirmed books and records are in good shape, that financial controls are in place and working correctly, and that the District is compliant to applicable laws and regulations. No significant deficiencies were noted. Additionally, no management letter was issued. Chairman Stuart asked if trend analysis was being done, and Mr. Tonglet confirmed that trends were being reviewed and that the audit finds that the resources are being managed well with the stewardship of public funds being the consistent focus. Mr. Tonglet asserted that the District is well prepared to handle funding of committed projects but also the District's budget health, including anticipated increases. Mr. Tonglet excused himself from the meeting following this conference. The Board congratulated Chad Simon for excellent work. A motion to approve the Audit Report was submitted by Commissioner Englande, seconded by Commissioner Townsend, and carried.
3. Mid-Year Review – 2023 Objectives – Director Caillouet reviewed the 2023 annual priorities identified by the District, noting progress for each line item. While there is still progress in many areas, some large successes have already completed, including the implementation of Field Seeker

for adulticide and larvicide treatment, which allows the District access to data, giving the District more control and ability to confirm utilizations are correct, etc. To ensure quality control, the data is reviewed in-house and discrepancies have been identified and explored. Status updates of additional goals were reviewed. Sixteen goals are met, with twelve remaining to complete by the end of the year.

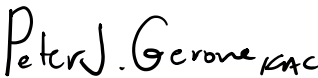
4. Tuition Assistance Program (Appendix 6) – Director Caillouet reviewed the changes in the tuition assistance program, utilizing the following process. The employee submits an approval request form prior to the onset of education; a committee will review the request; then a pre-approval will be issued. Following completion of the course, the employee will complete a work commitment of 1 month per credit hour, then will submit tuition reimbursement form meeting requirements. Finally, the District will reimburse ½ of the tuition. Director Caillouet suggested that the District consider offering this benefit to part time employees. Commissioner Englande suggested offering this to part time employees who work a minimum of twenty hours. Chairman Stuart requested a motion to approve the program. So moved by Commissioner Englande, seconded by Commissioner Townsend, carried.
5. Administrative Policy Review (Appendix 7) – Director Caillouet presented the revised Administrative Policy Manual for possible approval at the August meeting. Commissioner Englande requested that we provide the old manual for comparison. Chairman Stuart asked if the District provides cell phones to critical employees. Director Caillouet confirmed that the District provides stipends for certain supervisors, of \$55 per month. Chairman Stuart requested a list of non-salary benefits that are provided to employees of the District, which Director Caillouet confirmed is provided to employees each year.
6. Calendar of Events – The Director reviewed recent operational highlights and upcoming events:
  - STPMAD Board of Commissioners Meetings
  - Piloting of Mapping CPQ Hotspots
  - ULL Mosquitofish Project Meetings
  - CPR/AED training
  - Construction Meetings
  - Independence Day Holiday
  - Tuition Assistance Planning Meeting
  - Solar Power Consultation
  - Tulane EHS Grant Proposal Planning Meeting
  - Meeting with Northshore Advocate Reporter
  - GIS District Meeting
  - Interview with Researchers from UA
  - STPMAD Staff Meetings
  - IVLP Yucatan Visit
  - UAV Future Use Planning Meetings
7. Mosquito Control Report - Assistant Director Smotherman shared the monthly mosquito control report. There were two of 3,810 West Nile Virus infected pools with no human infections reported in St. Tammany Parish. *Culex quinquefasciatus* are the top species but their numbers are decreasing. *Culex salinarius* counts are decreasing. *Culex nigripalpus* counts are lower than the historical average. Approximately 1,200 miles were treated in larvicide missions. Ground

adulticide missions have continued with approx. 90,000 acres treated. Aerial adulticide missions treated 55,294 acres, which is somewhat lower than last year but all delays and issues have been resolved, other than delays and cancellations due to inclement weather. Chairman Stuart asked if these acreages are the expected averages; Assistant Director Smotherman confirmed that the treatment acreages will be driven by the mosquito counts identified, rather than a planned coverage, so they will be variable.

### **ADJOURN**

Commissioner Englande mentioned that the Quarterly Report issued for Q2 is outstanding. Advisor Alfred discussed his longevity with the District and that he appreciated his leadership with the District but is proud of the continued accomplishments of the District, stating that the work being performed is exceptional. The Board thanked Mr. Alfred for his commitment to the District and to the residents of St. Tammany Parish. There being no further business, the meeting was adjourned at 2:27 p.m. on a motion by Commissioner Englande. Commissioner Gerone seconded the motion, which carried.

Respectfully submitted,

  
Dr. Peter J. Gerone  
Secretary

Appendix 1 – June 21, 2023 Minutes

Appendix 2 – Director’s Time Card June 18 – July 15

Appendix 3 – Commercial Property Insurance Renewal

Appendix 4 – Treasurer’s Report

Appendix 5 – Audit Report

Appendix 6 – Tuition Reimbursement Policy

Appendix 7 – Administrative Policy Manual