

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting November 14, 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. Vicki Traina-Dorge, Ms. Kathryn Townsend, Mr. David Stuart, Dr. A.J. Englande, Jr., and Dr. Peter Gerone, Commissioners; Legal Advisor, Jake Abdalla; Dr. Kevin Caillouet, Director; Mr. Chad Simon, Accounting Manager; and Mrs. Sarah Malasovich, Office Manager. Advisor Dr. Dawn Wesson attended virtually.

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 October 18 meeting were presented. Chairman Stuart called for a motion to approve those minutes. Commissioner Gerone so moved, seconded by Commissioner Traina-Dorge. Commissioner Englande abstained due to his absence at that meeting. The motion carried.
2. Credit Card Purchases – Commissioner Traina-Dorge reviewed all credit card purchases for the month of September. All charge accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Townsend moved to approve the credit card purchases review as presented, seconded by Commissioner Englande. Carried. Commissioner Townsend will verify November and December credit card purchases before the January 2024 Meeting.
3. Travel – Chairman Stuart found Director Caillouet's travel documents for the travel to the UMAA annual meeting in Utah to be in good order. Commissioner Gerone moved to approve that travel, seconded by Commissioner Townsend, and carried. Director Caillouet shared that the LMCA Annual Meeting will be December 7-9 in Lafayette, and that there are a number of presentations being made by District employees. The director's pre-travel authorization documentation was found by Chairman Stuart to be in good order. Commissioner Traina-Dorge moved to approve the pre-travel, seconded by Commissioner Gerone, and carried. The AMCA Annual Meeting in Dallas will be March 4-8, 2024. Any commissioners who plan to attend should notify the District by January 1, 2024.
4. Director's Time Card and Leave (October 15 – November 11) (Appendix 2) - Chairman Stuart reviewed the Director's time card and leave for October 15 through November 11, 2023. Chairman Stuart called for a motion to approve the Director's time card. Commissioner Englande so moved, seconded by Commissioner Townsend, and carried.
5. Bids
 - a. Insecticide/Herbicide – Director Caillouet shared a list compiled of the bids received from vendors for insecticide and herbicide purchases for 2024, and discussed what the district recommended for those purchases. Chairman Stuart called for a motion to approve the selection of bids as presented, so moved by Commissioner Englande, seconded by Commissioner Gerone, and carried.
6. Contracts –
 - a. Annual End User Certification – Keystone Turbine Services (Appendix 3) – This agreement is to service the Britten-Norman Islander aircraft engines.

- b. Terrestrial Laser Scanning – LSU (Appendix 4) – This contract calls for \$18,233 for LSU to provide scanning of 24 select mosquito habitats, with higher resolution than LiDAR will be able to provide. This process will allow comparison and error control for the LiDAR process. Both processes will be collected in leaf-off conditions.
- c. Flood Insurance Policy Renewal - Assurant (Appendix 5) – Invoice received for \$2,604 for flood insurance renewal at the existing property. The board responded that the renewal rate seemed reasonable.

Chairman Stuart asked for a motion to approve all three contracts, subject to legal approval. Commissioner Englande so moved, seconded by Commissioner Traina-Dorge, and carried.

OLD BUSINESS

1. Campus Expansion Update – Director Caillouet updated the Board on the construction of the new building. The estimated occupancy date is December 24, 2023. Approximately 85% of the construction budget has been paid to-date.

NEW BUSINESS

1. Treasurer's Report (Appendix 6) - Accounting Manager Simon presented the Treasurer's Report, summarizing October disbursements, revenue, and vendor payments and reviewed the balances of the accounts. Chairman Stuart called for a motion to approve the Treasurer's Report. Commissioner Englande so moved, seconded by Commissioner Traina-Dorge, and carried.
2. Adoption of the 2024 Operating Budget and Budget Resolution (Appendix 7 & 8) – Chairman Stuart called for any questions regarding the proposed 2024 Operating Budget. Following some discussion about fluctuations from 2023 to 2024, Chairman Stuart proceeded with the resolution to accept the 2024 Operating Budget, which was submitted by Commissioner Traina-Dorge, seconded by Commissioner Englande, and voted as follows: 5 Yeas; 0 Nays; 0 Absent; 0 Abstained.
3. Review of Administrative and Personnel Policy Manuals (Appendix 9&10) – Director Caillouet described the major changes being proposed in both the Administrative and Personnel Policy Manuals, as proposed for 2024, including a change of the Vehicle Stipend policy.
4. Vehicle Stipend – Director Caillouet requested to move this item up in line with the Review of the Administrative and Personnel Policy Manuals. Historically, the Director has received a vehicle stipend of \$500 per month. A formula was developed to create an annually variable rate via a formula that consists of the value of vehicles in the given year (as determined by state contract rates) and the GSA mileage reimbursement rate. For 2024, the monthly proposed stipend is \$571.71. This allows the Director to utilize the comparable of a state-contracted reasonable vehicle to operate as needed. The Director may elect a stipend or the use of a company vehicle. Director Caillouet confirmed that all proposed changes will be effective on January 1, 2024. Chairman Stuart called for a motion to approve all the proposed changes of the Administrative and Personnel Policy Manuals. So moved by Commissioner Gerone, seconded by Commissioner Englande, carried.
5. Public Sale Item Minimum Prices(Appendix 11) – Director Caillouet presented a table of surplus items with suggested minimum bid price for each item. The board reviewed the list and agreed with the proposed minimum. Accounting Manager Simon confirmed that each item has been depreciated fully or has been priced at the current value. The District will hold a public sale auction for the items designated as surplus. Chairman Stuart called for a motion to approve these items as surplus and to approve the recommended minimum price. Commissioner Townsend so moved, seconded by Commissioner Traina-Dorge, and carried.

6. Sale/Cooperative Endeavor – Ultra-low Volume Sprayers – The Board decided to table this topic as further review needs to be made to determine the best choice for these surplus items.
7. New Facility Emergency Power – The Board decided to table this topic, as continued discussion for the options available needs to occur to determine what will be the best options for emergency and backup power for the new facility. Proposals are being accepted and reviewed for solar and generator options.
8. Calendar of Events – The Director reviewed recent operational highlights and upcoming events:
 - STPMAD Board of Commissioners Meetings
 - STPMAD Cub Scout Tour
 - LLA Workshop
 - Construction Meetings
 - Abney Elementary STEM Night
 - RouteSmart Demo
 - USM Thesis Defense
 - UAV Planning Meetings
 - Furniture Selection Meetings
 - OSDS Ordinance Public Meetings
 - Advocate/Times Picayune Articles
 - UMAA Annual Meeting
 - WWL Radio Interview
 - SPMAD Staff Meetings
 - STP Council Meeting Presentations
 - Frontier Precision ULV
 - LPB “The State We’re In” Interview
 - LMCA Annual Meeting Planning
 - LST Classes
 - Magnolia Trace STEM
 - Veteran’s Day, Thanksgiving, Christmas and New Years Holidays
 - Three Rivers Art Festival
 - Insecticide Bid Opening
 - GIS District Meetings
 - Thanksgiving Luncheon
 - Mandeville Elementary
 - LMCA Annual Meeting
 - STPMAD Christmas Party
 - BOC Appreciation Brunch

Chairman Stuart asked Director Caillouet to discuss our participation in OSDS Ordinance Public Meetings. Director Caillouet described the meetings and how the attendees are receiving the messages regarding public safety improvements. Further, he discussed the media opportunities regarding the significant mosquito activity spikes, and shared some of the articles that were published.

9. Mosquito Control Report – Director Caillouet shared the monthly mosquito control report. There were twelve of 6,190 West Nile Virus infected pools with three human infections reported in St. Tammany Parish. *Culex nigripalpus* are the most abundant species, with a significant spike in population in the last month. *Culex salinarius* have also spiked, and there are significant counts of *Mansonia spp.* as well. In October,

approximately 1,400 miles were treated in larvicide missions. Ground adulticide missions have treated approx. 78,000 acres, and aerial adulticide missions treated a total of 116,782 acres.

ADJOURN

Before concluding, Chairman Stuart thanked the board for a wonderful experience. Director Caillouet thanked Chairman Stuart, Commissioner Gerone and Commissioner Englande for their dedication and service to the board. There being no further business, the meeting was adjourned at 2:13 p.m. on a motion by Commissioner Traina-Dorge, Seconded by Commissioner Englande, and carried.

Respectfully submitted,

A handwritten signature in blue ink that reads "Peter J. Gerone" with a stylized "IAC" or similar mark at the end.

Dr. Peter J. Gerone
Secretary

Appendix 1 – October 18, 2023 Minutes

Appendix 2 – Director's Time Card (October 15 – November 11)

Appendix 3 – Keystone Turbine Services End User Certification

Appendix 4 – Terrestrial Laser Scanning Contract

Appendix 5 – Assurant Flood Insurance Renewal

Appendix 6 - Treasurer's Report

Appendix 7 – 2024 Operating Budget

Appendix 8 – 2024 Operating Budget Resolution

Appendix 9 - Administrative Policy Manual Changes

Appendix 10 – Personnel Policy Manual Changes

Appendix 11 – Public Sale Minimum Prices