

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting March 20, 2024

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 1:00 p.m. by Commissioner Vicki Traina-Dorge, at the St. Tammany Parish Mosquito Abatement District, 62436 Airport Road, Slidell, LA.

Present were Dr. Vicki Traina-Dorge, Ms. Kathryn Townsend, Ms. Terri Lewis Stevens, and Mr. Jacob Groby, Commissioners; Legal Advisor, Jake Abdalla; Dr. Kevin Caillouet, Director; Mr. Chad Simon, Accounting Manager; Mr. Weber Janssen, IT Manager, Mr. Kevin Lowrie, Facilities Manager, and Mrs. Sarah Malasovich, Office Manager. Mr. Glen Boyer was absent. Also present was Mr. Bob Neal of All Phase Insurance. Advisor Dawn Wesson joined the meeting remotely.

PUBLIC COMMENT - no members of the public were present.

Chairperson Traina-Dorge requested a motion to move Item 6, Insurance Report – Bob Neal, next on the agenda. Commissioner Groby so moved, seconded by Commissioner Townsend, and carried.

Mr. Bob Neal of All Phase Insurance described the renewal policy for the casualty package, including Auto coverage, commercial liability, crime, pollution, and other coverages. Mr. Neal described how renewals were not offered, and the challenges of securing proposals for the lines of insurance comprising the casualty package. Mr. Neal discussed the challenges of securing commercial auto and pollution coverage, describing engaging additional brokers to find reasonable coverage for the district needs. He will continue to seek additional offers, including the possibility of combining the coverage back into a casualty package. Mr. Neal also mentioned the commercial property coverage, which is due in July. Mr. Neal recommended that commercial property be increased to cover the actual value of the administrative building. The commercial property coverage on the operations building is sufficient and the provider for that coverage may be able to do additional coverage on the administrative building with reasonable premiums. Commissioner Stevens remarked that the use of the administrative building will be different than it had been previously with the build of the operations building, having removed the lab and the mechanics shop as well. Mr. Neal also suggested that coverage on the administrative building might be added as an endorsement on the existing property coverage on the operations building, which would create a unified timeline for renewal. Mr. Neal concluded by mentioning that loss runs are very good for the auto coverage. The board thanked Mr. Neal for his diligence and commitment.

BOARD APPROVALS

1. Minutes_(Appendix 1) – The minutes from the February 21, 2024 meeting were presented. Chairperson Traina-Dorge called for a motion to approve those minutes. Commissioner Townsend so moved, seconded by Commissioner Stevens, carried.
2. Credit Card Purchases – Commissioner Groby reviewed all credit card purchases for the month of February, 2024. All charge accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Groby mentioned that our credit card review process is very transparent and handled well. Commissioner Townsend moved to approve the credit card purchases review as presented, seconded by Commissioner Stevens, carried.
3. Travel – Director Caillouet described the highlights from the AMCA meeting in March. Having reviewed his post-travel documentation and that of Commissioner Lewis-Stevens, Chairperson

Traina-Dorge found it to be in order and requested a motion to approve. Said motion was made by commissioner Townsend, seconded by Commissioner Groby and carried.

4. Director's Time Card and Leave^(Appendix 2) – Chairperson Traina-Dorge reviewed the Director's time card and leave for February 18 – March 16, 2024. Chairperson Traina-Dorge called for a motion to approve the Director's time card and leave. Commissioner Townsend so moved, seconded by Commissioner Groby, and carried.
5. Bids
 - a. Purchase of Jet Fuel^(Appendices 3&4)- Facilities Manager Kevin Lowrie described the bids that were received for the purchasing of jet fuel, from Suncoast Resources, L.L.C. and from Campbell Oil Company. Campbell Oil company's rate was \$3.1154 and that of Sun Coast Resources L.L.C. was \$3.0232. Mr. Lowrie recommended that the District order jet fuel from Sun Coast Resources, L.L.C. Commissioner Stevens moved to award this bid to Sun Coast Resources, L.L.C., seconded by Commissioner Groby, and carried. Commissioner Traina-Dorge asked approximately how much the District purchased, which is approximately \$3,000, two or more times per year.
6. Contracts –
 - a. RISCOM/Progressive-Auto Insurance (Retroactive)^(Appendix 5&6) – after competitive shopping, bids were obtained for two separate policies, one for the majority of drivers and another for six drivers that were ineligible for coverage on the larger policy. Those policies are \$182,285 for RISCOM and \$10,382 for Progressive.
 - b. A quote for Pollution Insurance with a premium of \$9,221.56 from UPMC^(Appendix 7) was received by the District.
 - c. Gallagher Insurance has presented a quote for Aircraft Hull and Liability Coverage^(Appendix 8), effective May 1, with a premium of \$152,975.

After Director Caillouet highlighted each contract, Chairperson Traina-Dorge asked for a motion to approve all contracts. Commissioner Stevens so moved, seconded by Commissioner Townsend, and carried.

OLD BUSINESS

1. Campus Expansion Update – Director Caillouet stated that Occupancy of the Administrative Building is anticipated for June 14, 2024. All construction is proceeding as expected.
2. Public Sale – Facilities Manager Lowrie described the process for surplus property sales by government entities, including the steps required if no offers are received. Any items following these steps could be deemed \$0 value. Mr. Lowrie then described the items that the district would like to put forth for surplus sale, including recommended suggested pricing, including a forklift, a vehicle lift, and two conference style tables with recommended price. Commissioner Groby asked if the district can contact companies that would be interested in purchasing surplus materials. Director Caillouet confirmed that the advertisement may be shared. The Board agreed that the recommended prices were appropriate and requested a motion to accept those prices, and declare any of these items \$0 value if they do not sell in any of the channels. Commissioner Townsend so moved, seconded by Commissioner Groby, carried.
3. Tier 2 Financial Disclosure Statements are due to the Louisiana Ethics Commission on or before May 15.

NEW BUSINESS

1. **Treasurer's Report** (Appendix 9) - Accounting Manager Simon presented the Treasurer's Report, summarizing February disbursements, revenue, and vendor payments and reviewed the balances of the accounts, highlighting some larger dollar income and expenses. Commissioner Groby asked about the "rent" line item, which was disclosed as the payment for the agreement with the Slidell airport for use of the runways. Chairperson Traina-Dorge called for a motion to approve the Treasurer's Report. Commissioner Townsend so moved, seconded by Commissioner Stevens, and carried.
2. **Assigned Funds Plan 2024** – Director Caillouet described the changes to the Assigned Funds Plan from 2023, including funds for construction, equipment maintenance or replacement, aerial equipment replacement, event-based contingency, and contingency aerial adulticide applications. Following this summary, Director Caillouet summarized some proposals of options for additional assigned funds, including hiring a molecular biologist, hiring a research entomologist, improving mosquitofish husbandry program, onsite sewer inspection pilot study and electrical power resiliency options. Commissioner Groby asked about partnering with other districts to share some of these costs, but Director Caillouet explained that the geographic distance makes that prohibitive. Commissioner Stevens shared some of her learning from the AMCA meeting, including commenting on how scientific the work that is being performed at the District. She also shared that the Parish is going to move forward with a pilot study of onsite sewer inspections without a remediation component. Commissioner Groby agreed that enforcement needs to be a priority before the District contributes to the funding of the Onsite Sewer Inspection Pilot Study. Commissioner Stevens suggested that a measurable and quantitative program needs to be in place before the District moves forward. The Board suggested that they table the discussion of the Onsite Sewer Inspection Pilot Study until the program is further defined. The Board agreed that electrical power resiliency is a priority. The board did agree that the hiring of additional positions will improve the opportunities of the District to expand and increase operations. A motion to assign funds for hiring the two positions, and improving the mosquitofish program was submitted by Commissioner Groby, seconded by Commissioner Stevens, and passed unanimously.
3. **Integrated Mosquito Management Plan**(Appendix 10) – Director Caillouet reviewed the process of the Integrated Mosquito Management Plan, defining how the plan is developed. No public comment was received. The board put forth no additional questions and a motion to approve it was made by Commissioner Townsend, seconded by Commissioner Stevens, and passed unanimously.
4. **BOC Communication Tools** – the District proposes purchasing online Microsoft 365 accounts, including District email addresses, to be used for public capacity works. The Board agreed that this would be helpful. The District will also create a Board of Commissioners team in which all the agendas and other relative documents would be available in advance of each meeting. Chat functionality would be disabled to avoid violations of public meetings laws.
5. **Insured Drivers Policy** – As Mr. Neal discussed, the auto insurance policy quotes were either unreasonably expensive or included some exclusions. There were three employees over the age of 75 that were excluded on the best-priced policy. The District has enforced required bi-annual physicals to determine if the drivers are able to safely do their jobs; but insuring these drivers is prohibitively expensive. The Commissioners discussed the relative cost of non-benefited employees' salaries plus the cost of additional coverage if required, compared to the cost of full-time employees with benefits. Advisor Jake Abdalla reiterated that no policy is being based due to age, but rather

due to insurability only. Commissioner Stevens pointed out that other insurance may be available to all ages without additional cost in the future. Commissioner Traina-Dorge requested that the District compile the costs and create a comparison. Director Caillouet agreed to compile those numbers for review at the April meeting.

6. Calendar of Events – The Director reviewed recent operational highlights and upcoming events:
 - STPMAD Board of Commissioners Meetings
 - Construction Meetings
 - LiDAR Modelling Meetings
 - Acetylcholinesterase Monitoring Meetings
 - Senecio Mosquito ID Robot Installation
 - AMCA Annual Meeting
 - Vector-Borne Disease Modelling Workshop
 - Larviciders Return/Training Days
 - GIS District Meetings
 - Leadership St. Tammany Classes
 - Abita Elementary Bug Fest
 - Pine View Middle STEM
 - Fifth Ward Elementary STEM
 - LSU Onsite Sewer Research Meeting
 - Teach at Tulane ADV MED ENT
 - Woodlake Elementary
 - Lancaster Elementary
 - LMCA Spring Workshop
 - Good Friday Holiday
 - LMCA Director’s Roundtable
 - Solar Eclipse
 - LARSGIS Workshop

7. Mosquito Control Report – In February there was a tremendous bloom of mosquitoes, primarily *Culex salinarius*. The larviciders began treating in March. Adulticiding began in February, 2024, with significantly more distribution than in prior years at this time.

Executive Session – Director’s Performance Evaluation – At 2:41 p.m., Commissioner Groby moved to enter executive session. The motion was seconded by Commissioner Stevens and carried. At 2:56 p.m., Commissioner Townsend moved to return to the public meeting. That motion was seconded by Commissioner Stevens and carried.

The Board commended Director Caillouet on a job well done and shared high regards. Chairperson Traina-Dorge read into record some goals for Director Caillouet in the next year. A resolution to give Director Caillouet a \$10,478.16 increase passed with 4 aye votes, 0 nay votes, 1 absent, and none abstaining.

ADJOURN

There being no further business, the meeting was adjourned at 3:02 p.m. on a motion by Commissioner Stevens, seconded by Commissioner Townsend, and carried.

Respectfully submitted,



Terri Lewis Stevens
Secretary/Treasurer

Appendix 1 – February 21, 2024 Minutes

Appendix 2 – Director’s Time Card (February 18 – March 16, 2024)

Appendix 3 – Jet Fuel Bid – Suncoast Resources

Appendix 4 – Jet Fuel Bid – Campbell Oil

Appendix 4 – Property Insurance Application

Appendix 5 – RISCUM Proposal

Appendix 6 – Progressive Proposal

Appendix 7 – UPMC Pollution Insurance Proposal

Appendix 8 – Gallagher Aircraft Hull & Liability Proposal

Appendix 9 – Treasurer’s Report

Appendix 10 – Integrated Mosquito Management Plan