

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting May 15, 2024

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 1:01 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, Mr. Glen Boyer, and Mr. Jacob Groby, Commissioners; Legal Advisor, Jake Abdalla; Dr. Kevin Caillouet, Director, Chad Simon, Accounting Manager, and Sarah Malasovich, Office Manager. Charles Stewart and Robyn Kline attended from First Horizon Bank.

PUBLIC COMMENT - no additional members of the public were present.

NEW BUSINESS

1. Treasurer's Report (Appendix 1) - Accounting Manager Simon presented the Treasurer's Report, summarizing April disbursements, revenue, and vendor payments and reviewed the balances of the accounts, highlighting some larger dollar income and expenses. Chairperson Traina-Dorge called for a motion to approve the Treasurer's Report. Commissioner Groby so moved, seconded by Commissioner Stevens, and carried.
2. First Horizon Bank Fiscal Services – Charles Stewart introduced himself and Robyn Kline, and described First Horizon bank's background and regional offices, thanking the board for the opportunity to work with the District. Commissioner Townsend asked a question about “conservative” banking practices, which Mr. Stewart explained was primarily standard and traditional banking services. He expressed that it is primarily a commercial bank, but that they do have mortgage and investment departments as well.
3. Lake Pontchartrain Basin Restoration Program Grants – Administered through UNO, there is an EPA-funded grant program for projects related to Lake Pontchartrain Basin Restoration. St. Tammany Parish has indicated that they are submitting a grant for increased water quality testing. The district has approached WWNO, NTCC, PC, and UM to collaborate on an opportunity to develop a podcast and an app to make real-time water quality data available to residents in a broader channel. Mr. Boyer asked if the parish council is still piloting an inspection program. Director Caillouet confirmed that they are, with a 1,000 location initial plan, providing opportunities for the District to gather data related to the inspection plan. Director Caillouet said that the district's collaboration will probably request an award of just under a million dollars to fund these projects.
4. Director Title Change – Director Caillouet expressed concern that the title “Director” can indicate that the title-holder is a departmental head. He recommended changing the title to “Executive Director” to help indicate that STPMAD is independent from parish government, also creating a more comparable match of duties during salary surveys. A motion was made to change the title by Commissioner Groby, seconded by Commissioner Stevens, carried.
5. BOC June Meeting Date – The next scheduled meeting, June 19, falls on a holiday. The board requested that the date be changed to June 20. A motion to make that change was made by Commissioner Townsend, seconded by Commissioner Boyer, carried.

OLD BUSINESS

1. Campus Expansion Update – Director Caillouet indicated the completion of the administrative building is near. All construction and related expenditures are proceeding as expected. Commissioner Townsend asked if the condensation on the floor in the parking bay has been an ongoing problem. Director Caillouet confirmed that the problem has not continued as the air temperature has increased. Commissioner Stevens suggested a fan might improve it if needed as well.

BOARD APPROVALS

1. Approval of Minutes (Appendix 2) – The minutes from the April 17, 2024 meeting were presented. Chairperson Traina-Dorge called for a motion to approve those minutes. Commissioner Townsend so moved, seconded by Commissioner Groby, carried.
2. Credit Card Purchases – Commissioner Traina-Dorge reviewed all credit card purchases for the month of April, 2024. All charge accounts were found reasonable, accurate and consistent with District purchasing policies. A motion to approve the credit card purchases review as presented was made by Commissioner Townsend, seconded by Commissioner Stevens, carried. Commissioner Townsend will review the May expenditures for the June Meeting.
3. Travel – There was no travel.
4. Director’s Time Card and Leave (Appendix 3) – Chairperson Traina-Dorge reviewed the Director’s time card and leave for April, 2024. Chairperson Traina-Dorge called for a motion to approve the Director’s time card and leave. Commissioner Stevens so moved, seconded by Commissioner Townsend, and carried.
5. Bids
 - a. Door Hardware & Security Cameras (Appendix 4) – The district received one proposal for this service, including an opening gate with fob or other access. The bid was received from ADS systems which is the same company that that set up the services on the operations building. Commissioner Townsend asked if ADS would do monitoring as well, but the fob access and video recording will bring that monitoring control in-house. A motion was made to approve the bid and related contract by Commissioner Boyer, seconded by Commissioner Groby, carried, pending legal review.
6. Contracts –
 - a. Pilot Contracts – four pilot contracts were presented with the standard contract language, which were reviewed for legal concerns. Commissioner Groby moved to approve these contracts, seconded by Commissioner Boyer, and carried.
 - b. Door Hardware & Security Cameras – previously approved, pending legal review.
 - c. Banking Services Agreement – Commissioner Stevens asked if there was a term on the contract. Director Caillouet reiterated that the banking services is put to bid every three years. Commissioner Traina-Dorge asked what the timeline for moving financial services to the new bank would be; Accounting Manager Simon stated that it will be around July 1 so there is enough opportunity to ensure that the check process works correctly with the new bank. He also reviewed that the millage process is delayed due to the delayed assessment notice from the assessor’s office. A motion was made to accept the contract by Commissioner Townsend, seconded by Commissioner Stevens, carried.
6. Calendar of Events – The Director reviewed recent operational highlights and upcoming events:
 - STPMAD Board of Commissioners Meetings

- Kiwanis Presentation
- Construction Meetings
- Vector Control Modelling
- Unmanned Helicopter Operations
- LST Final Class and Retreat
- In-house Arbovirus Diagnostics Meetings
- CDC Computer Vision for Sewage
- CDC-American Public Health Laboratory Fellow Meetings
- Tulane – Pontchartrain Restoration Program Grant Meetings
- STPMAD Staff Meetings
- STPMAD Crawfish Boil
- DWTF Steering Committee Meeting
- Capital Area Water Operators Training
- Bonne Ecole Elementary School
- Little Oak Middle School
- STP GIS District Meetings
- Gulf South Center of Excellence Conference and Assessment
- Memorial Day and Juneteenth Holidays
- Bush Library Presentation
- Pearl River Library Presentation

7. Mosquito Control Report – Director Caillouet presented the mosquito report. In April, *Culex salinarius* continues to be the most trapped species, with the second most being *Aedes vexans*. Counts for *Culex quinquefasciatus* are beginning to increase with the expected season but remain lower than usual. Larviciders treated approximately 1,200 miles of ditches. Adulticide treatments covered approximately 80,000 acres by truck, and approximately 95,000 acres with aerial treatments in April.

ADJOURN

There being no further business, the meeting was adjourned at 2:02 p.m. on a motion by Commissioner Townsend, seconded by Commissioner Boyer, and carried.

Respectfully submitted,



Terri Lewis Stevens
Secretary/Treasurer

Appendix 1 – Treasurer’s Report

Appendix 2 – April 17 2024 Minutes

Appendix 3 – Director’s Time Card (April 2024)

Appendix 4 – ADS Bid