

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting June 20, 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, Executive Director, Chad Simon, Accounting Manager, and Sarah Malasovich, Office Manager. Assistant Director Calvin Smotherman and Advisor Dawn Wesson joined the meeting remotely.

PUBLIC COMMENT - no members of the public were present.

BOARD APPROVALS

1. Minutes (Appendix 1) – After reviewing one spelling change, Commissioner Boyer moved to approve the minutes with that change. Commissioner Stevens seconded, carried.
2. Credit Card Purchases – Credit card expenses were reviewed by Commissioner Townsend and found to be in good order. All charge accounts were found reasonable, accurate and consistent with District purchasing policies. Commissioner Stevens moved to approve the purchases, seconded by Commissioner Groby, carried.
3. Travel – None.
4. Director's Time Card & Leave – May 2024 (Appendix 2) – Chairperson Traina-Dorge reviewed the time card and leave and found them to be in good order. Commissioner Stevens moved to approve, seconded by Commissioner Groby, carried.
5. Bids – Official Journal – the bid contract for the District Official Journal can only be made by the St. Tammany Farmer based on the circulation requirements. The contract renews on July 8, which is the date of the bid meeting, so the District will be requesting retroactive approval at the July meeting.
6. Contracts – None.

OLD BUSINESS

1. Campus Expansion – KC updated the board on the expansion. Change orders that had been previously approved came in at double the expected rate and the District declined to move forward with those. The administrative building is anticipated to be finished in the next month or so.

NEW BUSINESS

1. Treasurer's Report (Appendix 3) - Accounting Manager Simon presented the Treasurer's Report, summarizing May disbursements, revenue, and vendor payments and reviewed the balances of the accounts, highlighting some larger dollar income and expenses. Commissioner Boyer asked when the District plans to transfer operations to First Horizon Bank. Mr. Simon informed that the plan is to do so by the 1st of August. Mr. Simon also explained that there are concerns with the postal service causing delays in delivery of checks mailed out and the District is exploring electronic payment options wherever possible. Chairperson Traina-Dorge called for a motion to approve the Treasurer's Report. Commissioner Groby so moved, seconded by Commissioner Stevens, and carried.
2. Five Year Financial Projection – Parish reassessment is occurring in 2024, with reassessed rates will be enacted in 2025. Using those estimates, the five-year financial projection has been developed. Accounting Manager Simon detailed the projection to the board, discussing the model of growth

used, and expectations for expenses as well. Executive Director Caillouet reminded the board that the projection is based on a goal to maintain six months of operating expenses in unassigned funds. The projection provides some recommendations on potential millage rates to be set. Commissioner Stevens asked for millage rates summaries; In 2016, the district was authorized 4.2 mils. The reassessed adjusted maximum in 2020 is 4.0 mils. In 2024, the assessor's adjusted rate is 3.1 mils. The board discussed the variables that different potential millage rates would provide.

3. Millage Projection – The board discussed the millage options for 2024, then Commissioner Stevens resolved to adopt the millage at the level of 3.1 as recommended by the assessor's office at the July meeting. Commissioner Boyer moved to accept that resolution, seconded by Commissioner Groby, and carried.
4. Grant/Contract Incentive Pay – Executive Director Caillouet described a number of grant opportunities that are potentially available to the District. He expressed the concern to incentivize employees to accept extra work via a grant in order to motivate employees to pursue these opportunities. After research, the AG opinions confirm that the employees are able to be incentivized with pay. The board discussed this process, and agreed that it seems that this plan would be motivating for employees while also giving them opportunities for professional development. Executive Director Caillouet also suggested that there is a need to review the indirect rate associated with grants, currently set at 10%. A motion to approve the incentive pay plan was made by Commissioner Stevens, seconded by Commissioner Groby, and carried.
5. Calendar of Events – The Director reviewed recent operational highlights and upcoming events:
 - STPMAD Board of Commissioners Meetings
 - Little Oak Middle School
 - CDC-APHL Laboratory Fellow Visit
 - Research Entomologist Hiring Process
 - LST Closing Retreat
 - Memorial Day, Juneteenth and Independence Day Holidays
 - Lake Pontchartrain Basin Restoration Grants
 - STPMAD Staff Meetings
 - Slidell Garden Club
 - CDC Computer Vision for Sewage Meetings
 - Abita Springs Library Presentation
 - Bush Library Presentation
 - IVLP Climate Smart Agriculture
 - Pearl River Library Presentation
 - Mandeville Causeway Library Presentation
 - Construction Meetings
 - Lakeshore Villages Meeting
 - LSU Wastewater WNV Surveillance
 - APHL Fellow Starting
 - LSU Masters Defense
 - Lacombe Library Presentation
6. Mosquito Control Report – Assistant Director Caillouet presented the mosquito report. In May, *Culex salinarius* continued to be the most trapped species by a significant margin, followed by *Culex quinquefasciatus*. Counts for *Cx. quinquefasciatus* are decreasing since the previous month. Larviciders treated approximately 700 miles of ditches, primarily due to the amount of rainfall.

Adulticide treatments covered approximately 95,000 acres by truck, and approximately 190,000 acres with aerial treatments in May.

ADJOURN

There being no further business, the meeting was adjourned at 2:17 p.m. on a motion by Commissioner , seconded Groby, seconded by Commissioner Townsend, and carried.

Respectfully submitted,



Terri Lewis Stevens
Secretary/Treasurer

Appendix 1 – May 15, 2024 Minutes

Appendix 2 – Director's Time Card (May 2024)

Appendix 3 – Treasurer's Report