

# MOSQUITO ABATEMENT

## ST. TAMMANY PARISH

### MINUTES

#### Board of Commissioners Meeting January 15, 2025

#### OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 1:04 p.m. by Chairperson Vicki Traina-Dorge, at the St. Tammany Parish Mosquito Abatement District, 62436 Airport Road, Slidell, LA.

Present was a quorum, consisting of Dr. Vicki Traina-Dorge, Ms. Terri Lewis Stevens, and Mr. Glen Boyer, Commissioners, and Legal Advisor, Jake Abdalla. Also present were Dr. Kevin Caillouet, Executive Director; Calvin Smotherman, Assistant Director; Chad Simon, Financial Director; Jennifer Bushnell, Outreach Coordinator; Isik Unlu, Research Entomologist; and Sarah Malasovich, Office Manager. Commissioner Jacob Groby was absent. Commissioner Kathryn Townsend joined the meeting at 1:30 p.m.

**PUBLIC COMMENT** – No members of the public were present.

#### **BOARD APPROVALS**

1. Minutes<sub>(Appendix 1)</sub> – Commissioner Boyer moved to approve the November Minutes, seconded by Commissioner Stevens, and carried.
2. Credit Card Purchases – November and December credit card expenses were reviewed by Commissioner Stevens and found to be in good order. Commissioner Boyer moved to approve the purchases, seconded by Commissioner Stevens, carried. Commissioner Groby will review the January purchases for the February meeting.
3. Travel<sub>(Appendices 2-4)</sub> – Executive Director Caillouet’s Post-travel Itemization from LMCA in December was reviewed by Chairperson Traina-Dorge. A motion to approve that itemization was made by Commissioner Stevens, Seconded by Commissioner Boyer, carried. Pre-travel authorizations for AMCA for Executive Director Caillouet and Commissioner Boyer were reviewed by Chairperson Traina-Dorge. A motion to approve that estimated travel was submitted by Commissioner Stevens, seconded by Commissioner Boyer and carried.
4. Executive Director’s Time Card & Leave – November and December 2024 <sub>(Appendix 5)</sub> – Chairperson Traina-Dorge reviewed the Executive Director’s time card and leave and found them to be in good order. Commissioner Boyer moved to approve, seconded by Commissioner Stevens, carried.
5. Bids – None
6. Contracts<sub>(Appendices 6-14)</sub> –
  - a. Flood Insurance Renewal – American Bankers
  - b. Property Insurance (Operations Building) – Lloyd’s of London/Convex Insurance
  - c. Inland Marine Insurance – Scottsdale Insurance Company
  - d. High Limit Pilot Life Insurance - Petersen
  - e. Field Enterprise GIS & ULV Tracking Systems – Frontier Precision
  - f. Administrative Building Closets – Closets by Design
  - g. STPMAD Research Contract and Non-Disclosure Agreement – Syngenta Corporation
  - h. Material Transfer Agreement – USDA ARS

Executive Director Caillouet reviewed each contract and the amount of that service. Additionally, Research Entomologist Isik Unlu discussed a Barrier Treatment Effectiveness project related to the NDA with Syngenta Corporation. Additional discussion ensued, regarding the NDA, it’s efficacy regarding ownership and approval of the district’s additions, and any problems with the NDA and its relationship to the Public Records law. Finally, Dr. Unlu described the Material Transfer Agreement with the USDA. The Board agreed to hold off on

the Syngenta contract and NDA. Commissioner Boyer moved to accept the remaining contracts, seconded by Commissioner Stevens. Commissioner Townsend abstained, having just joined the meeting. Motion carried.

### **OLD BUSINESS**

1. **2025 Administrative and Personnel Policy Manuals**<sup>(Appendices 15-16)</sup> – Executive Director Caillouet presented the policies updates as stands. Commissioner Boyer provided additional feedback to Director Caillouet. A motion to table this approval was made by Commissioner Boyer, seconded by Commissioner Stevens, carried.

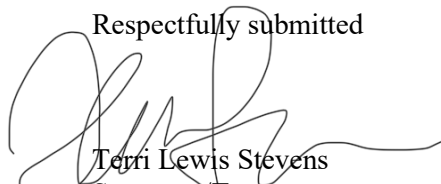
### **NEW BUSINESS**

1. **Treasurer’s Report** <sup>(Appendix 17)</sup> – Finance Director Simon presented the Treasurer’s Report, summarizing November and December 2024 disbursements, revenue, and vendor payments and reviewed the balances of the accounts, highlighting some larger dollar income and expenses. The board asked some questions regarding the distribution of funds when a budget line item is not fully spent in a year. Mr. Simon closed by summarizing the final accounting of 2024. A motion to accept the Treasurer’s Report was made by Commissioner Townsend, seconded by Commissioner Stevens, and carried.
2. **Incidents and Claims Reports** – There was one workers’ comp claim of a twisted ankle. No 2024 claims remain open.
3. **Revising STPMAD Five-Year Plan – Year Four**<sup>(Appendix 18)</sup> – Executive Director Caillouet reviewed the process of adopting the five year plan and suggested that it is an appropriate time to review the plan and where they stand, and amend as required. He then presented a draft amended plan for the Board to review. While reviewing the proposed amendments, Dr. Caillouet mentioned that there is an interest in purchasing land behind the existing facility for development of future greenhouse-type laboratory test facilities to increase the capacity of the district to expand services and knowledge for future services. Dr. Caillouet has met with the parish to express this interest and the parish is researching the potential for this land sale. Mr. Boyer discussed incentives for employees for research and development; Dr. Caillouet discussed the intellectual property opportunities as well as the grant seeking incentives that are part of the administrative policies. Commissioner Townsend asked why the potential new building development had not been included in previous expansion efforts. Dr. Caillouet explained that the need for this kind of development did not exist for the District’s efforts when the most recent expansion was designed (in 2019). Finally, Dr. Caillouet discussed a few additional efforts the District would like to include in the five year plan to expand the services currently provided. Commissioner Townsend also suggested exploring pond development for mosquitofish habitats. Dr. Caillouet discussed the limits presented in the parish for mosquitofish needs. Dr. Traina-Dorge suggested adding the reason for the greenhouse development for transparency.
4. **2025 Integrated Mosquito Management Plan**<sup>(Appendices 19-20)</sup> – Dr. Caillouet highlighted some significant changes in the 2025 plan, including in-house testing, removing language regarding seasonality, and updated thresholds. Outreach Coordinator Jennifer Bushnell reviewed a resident’s guide to understanding the IMM that was developed to ease the residents’ understanding of the District’s operations. Board members asked questions about mosquito lifecycle. Commissioner Townsend requested some links to videos of experts answering frequently asked questions. Ms. Townsend also mentioned that QR Codes aren’t always accessible for non-tech-savvy residents, so the District might want to find other ways to lead residents to our website. Additional review and discussion followed. The Board commended Ms. Bushnell on the quality of the document presented.
5. **Calendar of Events** – The Executive Director reviewed recent operational highlights and upcoming events:
  - STPMAD BOC Meeting – November 19, January 15, February 19

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- Mandeville Elementary STEM Event – November 20
  - Surveillance Optimization Planning – November 20
  - Lee County FL BOC Meeting – November 21
  - LSU Weevil Biocontrol LAB Visit – November 21
  - STPMAD Thanksgiving Luncheon – November 22
  - Thanksgiving, Christmas, New Year, Dr. MLK Day, President’s Day Holidays – November 28, 29, December 24-25, December 31 & January 1, January 20, February 17
  - Meeting with Parish President Cooper and Mr. Corbin – December 3
  - ESRI GIS District Meeting – December 4, January 14
  - LMCA Annual Meeting – December 10 – 12
  - STPMAD Christmas Party – December 13
  - Supervisor Annual Planning – December 17
  - Fifth Ward Junior High Outreach – December 18
  - STP Undertreated Wastewater Task Force – December 19
  - 2025 IMM Planning – December 19
  - APHL-CDC Fellowship Meeting – January 7
  - STPMAD Staff Meeting – January 8
  - GLP Certification Meeting – January 13
  - Use of AI for Species Identification – January 13
  - Departmental 2024 Annual Reports – January 17
  - AMCA GIS Subcommittee Meeting – January 21
  - Woodlake Elementary Outreach – January 22
  - APHL-CDC Mentor Orientation – January 29
  - Lancaster Elementary Outreach – February 7
  - All Hands Appreciation Lunch – February 19
6. Mosquito Control Report – Assistant Director Smotherman presented the mosquito report. There are currently low mosquito counts in St. Tammany Parish. For the entirety of 2024, there were significantly more *Culex salinarius* than any other species, with much higher numbers than in previous years. Next highest species was *Aedes vexans*. 2024 was a relatively low year for *Culex quinquefasciatus*. Service requests increased significantly in 2024. Mr. Smotherman also showed a correlated graph with Service Requests and Adulticide Treatments (by aircraft or truck). A motion to accept the mosquito control report was made by Commissioner Townsend, seconded by Commissioner Stevens, and carried.
7. Adjournment – Prior to adjournment, Chairperson Traina-Dorge commended Jennifer Bushnell on the LMCA program and recognized the excellence of the LMCA Conference overall. The meeting was adjourned at 3:20 on a motion by Commissioner Townsend, seconded by Commissioner Boyer, and carried.

Respectfully submitted



Terri Lewis Stevens  
Secretary/Treasurer

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Appendix 3 – Pre-Travel for AMCA for Kevin Caillouet  
Appendix 4 – Pre-Travel for AMCA for Glen Boyer  
Appendix 5 – Executive Director Time Card  
Appendix 6 – American Bankers Renewal  
Appendix 7 – Lloyds of London/Convex Insurance Renewal  
Appendix 8 – Scottsdale Insurance Renewal  
Appendix 9 – Peterson Insurance Renewal  
Appendix 10 – Frontier Precision Contract  
Appendix 11 – Closets by Design Contract  
Appendix 12 – Syngenta Corporation Contract  
Appendix 13 – Syngenta Corporation NDA  
Appendix 14 – USDA ARS Material Transfer Agreement Contract  
Appendix 15 – Administrative Policies Handbook  
Appendix 16 – Personnel Policies Handbook  
Appendix 17 – Treasurer’s Report  
Appendix 18 – Five Year Plan  
Appendix 19 – 2024 IMM Plan  
Appendix 20 – 2024 IMM Resident’s Guide