

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting February 19, 2025

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 1:00 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, Jacob Groby, and Kathryn Townend, Commissioners, and Legal Advisor, Jake Abdalla. Also present were Dr. Kevin Caillouet, Executive Director; Calvin Smotherman, Assistant Director; Chad Simon, Financial Director; Additionally, the following District employees and fellows were present: Kevin Lowrie, Lisa Rowley, Isik Unlu, Hieu Duong, Briana Hornsby, Nick DeLisi, Charles Hollis, Heather Penton, Meghan Lackner, Tara Richard, John Sable, Guthrie George, Whitney Look, Haley Marquette, Femi Jimoh, Richard Frazier, Mark Bunch, Chad Kirkley, Josh Foulon, Paul Spadoni, Weber Janssen, Anthony Baldini, Jericho Gremillion, and Mollie Davies.

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

BOARD APPROVALS

1. Minutes_(Appendix 1) – Commissioner Boyer moved to approve January Minutes, seconded by Commissioner Groby, and carried.
2. Credit Card Purchases – January credit card expenses were reviewed by Commissioner Groby and found to be in good order. Commissioner Boyer moved to approve the purchases, seconded by Commissioner Townsend, carried. Commissioner Boyer will review the February purchases for the March meeting.
3. Travel_(Appendix 2) – A motion to approve Executive Director Caillouet’s Pre-Travel for attending the Arbovirus Surveillance Workshop in St. Augustine (with Research Entomologist Unlu and Outreach Coordinator Bushnell) was submitted by Commissioner Groby, seconded by Commissioner Townsend, and carried.
4. Executive Director’s Time Card & Leave – January, 2025_(Appendix 3) – Chairperson Traina-Dorge reviewed the Executive Director’s time card and leave and found them to be in good order. Commissioner Townsend moved to approve, seconded by Commissioner Boyer, carried.
5. Bids – Purchase of Jet Fuel_(Appendices 4 & 5) – The District received two bids and reviewed them to confirm the lowest responsive bid was received from Campbell Aviation. The District recommended awarding the bid to Campbell Aviation. A motion to award the bid as such was made by Commissioner Townsend, seconded by Commissioner Stevens, carried.
6. Contracts_(Appendices 6-13)
 - a. Commercial Casualty Renewal – Bundled insurance renewals.
 - b. High Limit Pilot Life Insurance – Charles Hollis – Commissioner Stevens asked if the limit of \$675,000 is the industry standard. The District pilots confirmed that this amount is comparable to what they have received in other positions. The District agreed to research this further.
 - c. Worker’s Compensation Insurance (LWCC) – A renewal with a slight premium increase. This organization is a cooperative and the District regularly receives significant dividends.
 - d. Image Analyst Extension (ESRI) – the District requested that the board strike this line item.
 - e. Audit Statewide Agreed Upon Procedures – Laporte – the District procedures as provided by the auditing firm, Laporte.

- f. Pilot Contracts – Annual renewals for multiple pilots.
- g. Research Consultant – Dr. Randy Gaugler
- h. Statistical Consultant – Dr. Ilia Rochlin
- i. Research Contract & NDA – Syngenta Corporation

After some discussion about the varied contracts, the board reviewed the insurance renewals. Dr. Unlu described the benefit potential for the consulting firms. In review of the Research Contract and NDA request, Legal Advisor Abdalla confirmed that the District is legally allowed to enter into an NDA. The District could add a clause specifically disclosing the public records law if desired. Public records requests cannot request certain exceptions including employee records and trade secrets. Commissioner Boyer requested that the NDA disclose that the District would maintain the data gathered in order to utilize it for future and other projects as needed. Discussion ensued. Commissioner Stevens recognized that additional services that the District could offer to outside entities could alleviate tax payer burdens to continue to grow and develop services. Commissioner Boyer moved to approve all contracts with the understanding that the District could expand the coverage of the pilot high limit life insurance if needed to adhere to industry standard. Commissioner Townsend seconded, carried.

OLD BUSINESS

1. 2025 Administrative and Personnel Policy Manuals^(Appendices 14 & 15) – In January, the Commissioners were presented with the Administrative and Personnel Policy Manuals with changes recommended for the 2025 year. After review and incorporating some adjustments recommended by Commissioner Boyer, the manuals were presented to the Board for approval. Commissioner Stevens asked about telecommuting; Director Caillouet confirmed that nobody works exclusively remotely although hybrid models exist for some positions. Assistant Director Smotherman reminded the Board that the District has reviewed these policies line-by-line with the recommendations from the Louisiana Legislative Auditors. Discussion ensued and the Commissioners reviewed the policy documents again. Commissioner Stevens suggested posting no weapons signs. Commissioner Townsend asked the staff at large if anyone has any concerns with the previous year's Personnel Policy Handbook. A motion to approve both manuals was submitted by Commissioner Groby, seconded by Commissioner Boyer, carried.
2. Revising STPMAD Five-Year Plan – Year Four – At the January meeting, Executive Director Caillouet presented a revised Five-Year Plan for the Board's review. Commissioner Townsend asked if the District has an AI person on staff; additionally she suggested that the District expand the GIS/IT department if needed. After some discussion, a motion to approve the revised Five-Year Plan was submitted by Commissioner Townsend, seconded by Commissioner Boyer and carried.
3. 2025 IMM Plan Open Comment Period – Executive Director Caillouet reminded the board of the process for planning the Integrated Mosquito Management Plan. He highlighted the few changes suggested in the plan for 2025. Commissioner Stevens suggested expanding the benefits of in-house testing within the public-facing IMM document.

NEW BUSINESS

1. Treasurer's Report ^(Appendix 16) – Finance Director Simon presented the Treasurer's Report, summarizing January disbursements, revenue, and vendor payments and reviewed the balances of the accounts, highlighting some larger dollar income and expenses. Commissioner Stevens asked about the rate the District pays for GIS; Executive Director Caillouet stated it is due to the District being one of the largest consumers of GIS data from the user pool. A motion to accept the Treasurer's Report was made by Commissioner Townsend, seconded by Commissioner Boyer, and carried.
2. Incidents and Claims Reports – There were no new incidents in January.

3. Sewage Outreach/EPA Grant Update – Outreach Coordinator Bushnell updated the board on the receipt of the subaward from the EPA Grant that will be performed with partnerships with other awardees and subawardees. The grant objectives include convening citizen groups, facilitating home sewer system maintenance, developing a website and a mobile app with notification tools, and education materials via a podcast. Commissioners suggested ways to increase the public knowledge of this program.
4. 2024 Annual Report – Executive Director Caillouet recognized the efforts undertaken in 2024 as detailed in the 2024 Annual Report. Financial Director Simon reviewed the financial summary for the year as well.
5. Commissioner’s Annual Training and Compliance – Personal Financial Disclosure Forms are due to the state Ethics board by May 15, 2025.
6. Director’s Performance Evaluation – Executive Director Caillouet reviewed the process for the evaluation, asking the Commissioners to review his performance and provide those to Chairperson Traina-Dorge for compilation prior to the March Meeting.
7. Calendar of Events – The Executive Director reviewed recent operational highlights and upcoming events:
 - STPMAD BOC Meeting – January 15, February 19, March 19
 - Aquatic Weeds & Mosquitoes – January 16
 - Martin Luther King Jr. Holiday – January 20
 - Sneaux Days Holidays – January 21 – 23
 - Laboratory GLP Certification – January 24
 - University of Arizona Spatial Epidemiology – January 28
 - NOLA Urban Pest Management Symposium – January 28, January 30
 - Flexible Scheduling Discussion – February 3
 - STPMAD Staff Meeting – February 5
 - Lancaster Elementary Outreach – February 7
 - Training Day Topic Selection – February 10
 - GIS District Meeting – February 11
 - Fontainebleau Junior High Outreach – February 11
 - Monteleone Junior High Outreach – February 12
 - President’s Day Holiday – February 17
 - MIR Spectroscopy for Mosquito Age Meeting – February 18
 - Mandeville High Adopt-A-Pond Outreach – February 19
 - Boyet Junior High Outreach – February 21
 - LMCA Code of Conduct Meeting – February 24
 - Flexible Scheduling Followup Meeting – February 24
 - Madisonville Junior High Outreach – February 25
 - AMCA Annual Meeting – March 3 – 7
 - Mardi Gras Holidays – March 3 -4
 - SPTMAD Training Day – March 11
 - LLA CLGE Training – March 12 – 13

Discussion ensued regarding the flexible schedule options that are being piloted for the full time staff, the guidelines for which are still being developed.

8. Mosquito Control Report – Assistant Director Smotherman presented the summary mosquito report for 2024. 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*. In January, 2025, *Cx salinarius* was

Board of Commissioners –
Minutes February 19, 2025

again the top mosquito, though very little trapping has taken place for 2025. Service requests in 2024 were significant, due to the storm-related woodlands mosquito outbreak as well as additional efforts to educate residents on how to request services. Commissioner Stevens asked if there is a correlation of Avian Flu and Mosquitoes. Chairperson Traina-Dorge stated that there is the potential, but there are other methods of transmission that are more prevalent, primarily through interaction with wild birds. Commissioner Townsend moved to accept the Mosquito Report, seconded by Commissioner Stevens, and carried.

9. Adjournment – The meeting was adjourned at 2:38 on a motion by Commissioner Townsend, seconded by Commissioner Stevens, and carried.

Respectfully submitted



Terri Lewis Stevens
Secretary/Treasurer

Appendix 1 – January Minutes

Appendix 2 – Pre-Travel Authorization

Appendix 3 – Executive Director's Time Card & Leave

Appendices 4 & 5 – Bids for Jet Fuel

Appendices 6-13 – Various Contracts

Appendix 14 – Administrative Policy Handbook

Appendix 15 – Personnel Policy Handbook

Appendix 16 -Treasurer's Report