

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting
October 15, 2025

1. Call to Order – The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 1:01 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, Mrs. Kathryn Townsend, Mr. Glen Boyer, and Mr. Jake Groby, Commissioners. Jake Abdalla was also present. District employees present were Dr. Kevin Caillouet, Executive Director; Calvin Smotherman, Deputy Director, Chad Simon, Finance Director, Jennifer Bushnell, Public Information Officer and Sarah Malasovich, HR and Office Manager. District employees Josh Foulon, Nick DeLisi, Richard Frazier and Mark Bunch were present as well, as was Margaret Frazier, as members of the public.

2. Public Comment – No other members of the public were present.

Commissioner Groby made a motion to move item 4a to after 3e. The motion was seconded by Commissioner Boyer and passed unanimously.

3. Board Approvals

- a. Approval of Minutes^(Appendices 1 – 3) – September 17, 22 and 23 – A motion to approve these minutes was made by Commissioner, seconded Townsend Commissioner Groby, and carried.
- b. Credit card purchases – Commissioner Townsend reviewed the credit card statements and associated documentation for September expenditures and found them to be in good order. A motion to approve the credit card purchases was made by Commissioner Boyer, seconded by Commissioner Groby, and carried. Commissioner Groby will review the October purchases for the November meeting.
- c. Travel – Executive Director Caillouet notified the Commissioners that LMCA in Baton Rouge and AMCA in Portland Oregon meetings are approaching and invited the Commissioners to indicate if they wish to attend either of these.
- d. Executive Director's Time Card and Leave^(Appendix 4) – September, 2025 - Chairperson Traina-Dorge reviewed the Executive Director's Time Card and Leave for September, 2025 and found all to be in good order. A motion to approve the time card was made by Commissioner Groby, seconded by Commissioner Boyer, and carried.
- e. Bids – None

Moving to item 4.a. Septic Ordinance Contribution Review – Commissioner Groby remarked that the Board of Commissioners for STPMAD continue to provide above-board service and reports as such, more than any other district that he is aware of. He mentioned that the council is now reducing the septic ordinance testing by 40% so he recommends that the board also consider reducing the contribution from the district as well. Mr. Boyer asked for more information about the 40% that would be removed, asking if they have septic systems. Executive Director Caillouet stated that this is approximately 26% of the systems identified. Commissioner Traina-Dorge suggested that any homeowners could ask for the inspections as well. Executive Director Caillouet stated that the Cooperative Endeavor Agreement (CEA) that has yet to be developed would provide the pathway to reduce that amount if needed. Chairperson Traina-Dorge repeated that the education of the homeowners about the value of this process is important. Commissioner Townsend stated that the inspection process remains on the books, primarily when the property undergoes a sale. Executive Director Caillouet suggested staying in place while waiting for the parish leadership to confirm the process, achieve approval and create a CEA. Commissioner Townsend suggested that not pulling back on the funding could help encourage the council to allow the District to go forward with approval of placing the millage vote on the ballot. Commissioner Groby suggested explaining that agreeing to the CEA regarding septic ordinance could be correlated with moving forward with the millage vote. Executive Director Caillouet stated that, if the Council calls to consolidate the District, the funding would be incorporated into their budget, anyway. Additional discussion regarding consolidation ensued. Executive Director Caillouet reminded the board that the ultimate vote to consolidate would be put before the residents so ultimately it will be the residents' choice.

b. Contracts(Appendices 5 – 8) –

- i. Accounting Software Renewal – Sage Intacct – There is a 10% increase to \$33,000 per year for this renewal. Finance Director Chad Simon described how the three needed business licenses allow the district to maintain checks and balances and audited systems.
- ii. Aircraft Repair and Inspections – Innovative Turbine Services – this renewal is for aircraft repair continuation.
- iii. Public Relations Services – Red Banyan – Public Information Office Jennifer Bushnell described the proposed plan for crisis and reputation management with this organization. This organization will charge based on an hourly rate and will develop a strategy for messaging including monitoring social media and other messaging. Additionally, this organization will help develop strategies for media and creator/influencer market for communications. Discussion about the capability of this organization ensued.
- iv. Millage Campaign Strategy and Messaging Services – Campaign Depot – this local organization has a strong history of successful millage campaigns and will be additional support through the millage renewal process.

After discussing all four contracts, Chairperson Traina-Dorge requested a motion to approve each contract. That motion was made by Commissioner Townsend, seconded by Commissioner Groby, and passed unanimously.

4. Old Business

- b. A motion stating the intent to enter Executive Session to discuss potential litigation was made by Commissioner Groby, seconded by Commissioner Townsend, and carried. The Commissioners entered Executive Session at 1:45 p.m. At 1:59 p.m., Commissioner Groby moved to exit Executive Session and return to a public meeting. That motion was seconded by Commissioner Townsend, and carried.

5. New Business

A motion to move item 5.b. to up to this time was made by Commissioner Groby, seconded by Commissioner Townsend, and passed unanimously.

- b. Board Member Appointments (Dec 31, 2025) – Executive Director Caillouet asked if Commissioners Groby and Boyer would like to be reappointed upon the end of their term on this commission in December of 2025. Both Commissioners indicated that they would like to do so. Mr. Groby then left the meeting.
- a. Treasurer's Report^(Appendix 9) – Finance Director Simon presented the Treasurer's Report, summarizing August disbursements, revenue and vendor payments, and reviewed the balances of the accounts, highlighting some larger dollar income and expenses as well as the assigned funds disbursements. A motion to approve the Treasurer's Report was made by Commissioner Townsend, seconded by Commissioner Boyer, and carried.
- c. Incidents and Claims Report – no new incidents.
- d. Intent to Call Election for May 2026 Millage Renewal
 - a. Announcement of Public Meeting – Chairperson Vicki Traina-Dorge read into record the intent to call an election in May 2026.
- e. Setting Millage Rate for 2026 Millage Renewal – Executive Director Caillouet recommended 2.8 mills for the upcoming election, which would be the cap for the next ten year period. Discussion ensued. A motion to set the millage rate at 2.8 mills was made by Commissioner Boyer, seconded by Commissioner Townsend, and carried.
- f. 2026 Proposed Operating Budget – Finance Director Simon presented the recommended 2026 Proposed Operating Budget.
- g. 2026 Salary Range – Finance Director Simon reviewed what the increase levels would be at the COI and/or performance increases if approved by the Commissioners.
- h. 2026 Healthcare Insurance – Finance Director Simon reviewed the premium costs for employees and what it would look like if there was not insurance provided at cost for all employees, their spouses and dependents. Additional discussion ensued, including comparisons to the parish government policies regarding raises, promotions and cost of living increases and health insurance coverage.

- i. Executive Director Caillouet asked to add an item regarding: Comp time payout. A motion to add this item as 5.i. was made by Commissioner Townsend, seconded by Commissioner Boyer and carried. Executive Director Caillouet stated that currently comp time is carried to the end of their employment and payout is at a higher rate. Providing an annual payout of comp time would result in a decrease of liability and fits within the 2025 salary. The commissioners agreed that this change was appropriate and approved this policy addition.
- j. Incidents and Claims Report – this item was erroneously duplicated on the agenda.
- k. Calendar of Events – there was no calendar of events presented at this meeting.
- l. Mosquito Control Report – Deputy Executive Director Smotherman presented the Mosquito Control Report, stating that overall numbers are very low for the fall of 2025. The district employees were not taking landing rates because of the high reports of cases of West Nile Virus so the landing rates numbers are less comparable. Mr. Smotherman explained the averaging process. Larvicide miles were approximately 1,200. Ground adulticide efforts covered approximately 80,000 acres. Aerial adulticide efforts treated approximately 100,000 acres. A motion to accept the mosquito control report was made by Commissioner Boyer, seconded by Commissioner Townsend, and carried.
- m. Adjournment – A motion to adjourn the meeting at 2:44 p.m. was made by Commissioner Townsend, seconded by Commissioner Boyer and carried.

Respectfully submitted

Glen Boyer
Glen Boyer
Secretary/Treasurer

Appendix 1 – Minutes from September 17
Appendix 2 – Minutes from September 22
Appendix 3 – Minutes from September 23
Appendix 4 – Executive Director September Time Card
Appendix 5 – Sage Intacct Contract
Appendix 6 – Innovative Turbine Contract
Appendix 7 – Red Banyan Contract
Appendix 8 – Campaign Depot Contract
Appendix 9 – Treasurer's Report