

METROPOLITAN  
MOSQUITO CONTROL DISTRICT

COMMISSION MEETING

April 28, 2021

9:15 a.m.

*Information Packet*

# METROPOLITAN MOSQUITO CONTROL DISTRICT COMMISSION MEETING AGENDA

APRIL 28, 2021 9:15 A.M.

1. Roll Call
2. Welcome and Introduction

CONSENT AGENDA \*The following items (3-4) are administrative in detail and will be approved in one motion unless a commissioner wishes to withdraw an item for discussion.

3. Approval of Commission Meeting Minutes for February 24, 2021
4. Approval of Checks and Claims  
General 74458 – 74686

## REGULAR AGENDA

5. Technical Advisory Board (TAB) Report –Dr. Stephen Kells, University of Minnesota, Department of Entomology\*
6. Intergovernmental Issues – Peg Larsen, Kim Scott
7. Executive Committee Report for March 24, 2021
8. Report of Executive Director Performance Review Panel\*
9. 2021 Plans and Initial 2022 Budget and Levy Discussion
10. Executive Director’s Report
11. Operations Report – Jon Peterson, Kirk Johnson
12. Public Affairs Report – Alex Carlson
13. Other Items
14. Adjournment

\* Action Requested

**Next Executive Meeting: Wednesday, May 26, 2021, 9:15 a.m.**

**Following Executive Meeting: Wednesday, June 23, 2021, 9:15 a.m.**

**Next Commission Meeting: Wednesday, July 28, 2021, 9:15 a.m.**

COMMISSIONER	COUNTY	COMMISSIONER	COUNTY
___ Jeff Reinert	Anoka	___ Angela Conley	Hennepin
___ Scott Schulte	Anoka	___ Chris LaTondresse	Hennepin
___ Robyn West	Anoka	___ Jim McDonough	Ramsey
___ Gayle Degler	Carver	___ Mary Jo McGuire	Ramsey
___ Tom Workman	Carver	___ Rafael Ortega	Ramsey
___ Mary Hamann-Roland	Dakota	___ Michael Beard	Scott
___ Laurie Halverson	Dakota	___ David Beer	Scott
___ Liz Workman	Dakota	___ Gary Kriesel	Washington
___ Kevin Anderson	Hennepin	___ Lisa Weik	Washington

METROPOLITAN MOSQUITO CONTROL DISTRICT  
COMMISSION MEETING

MINUTES  
FEBRUARY 24, 2021  
9:15 A.M.

Chair Angela Conley called meeting to order at 9:15 a.m.

**Roll Call:**

Commissioner Angela Conley, Chair	Hennepin County
Commissioner Lisa Weik, Vice Chair	Washington County
Commissioner Jeff Reinert	Anoka County
Commissioner Robyn West	Anoka County
Commissioner Scott Schulte	Anoka County
Commissioner Gayle Degler	Carver County
Commissioner Tom Workman	Carver County
Commissioner Mary Hamann-Roland	Dakota County
Commissioner Laurie Halverson	Dakota County
Commissioner Liz Workman	Dakota County
Commissioner Kevin Anderson	Hennepin County
Commissioner James McDonough	Ramsey County
Commissioner Tom Wolf	Scott County

Commissioner Chris LaTondresse was present during roll call but due to technical difficulties did not vocally identify in attendance.

**Staff:**

Stephen Manweiler, Executive Director  
Arleen Schacht, Business Administrator  
Kirk Johnson, Vector Ecologist  
Alex Carlson, Public Affairs Coordinator  
Jon Peterson, District Operations Manager

**Visitors:**

Joe Langel, MMCD Legal Counsel  
Peg Larsen, RCS Consulting  
Kim Scott, RCS Consulting

Chair Angela Conley welcomed all in attendance and thanked them for attending the meeting.

Commissioner Tom Wolf offered the following resolution and moved  
its adoption.

*Consent Agenda*

**Resolution 1:**

The following administrative items were approved in one motion.

1. Approval of Commission Meeting Minutes for December 16, 2020
2. Approval of Organizational Meeting Minutes for January 7, 2021
3. Approval of Checks and Claims  
    General 74244-74457

Commissioner Robyn West seconded the motion, and the resolution was adopted unanimously.

The Commissioner voted as follows.

Commissioner Angela Conley,	Yes
Commissioner Lisa Weik, Vice Chair	Yes
Commissioner Jeff Reinert	Yes
Commissioner Robyn West	Yes
Commissioner Scott Schulte	Yes
Commissioner Gayle Degler	Yes
Commissioner Tom Workman	Yes
Commissioner Mary Hamann-Roland	Yes
(abstained from December 16, 2020 minutes)	
Commissioner Laurie Halverson	Yes
Commissioner Liz Workman	Yes
Commissioner Kevin Anderson	Yes
Commissioner Tom Wolf	Yes

Commissioner Michael Beard joined the meeting after the consent agenda vote, Commissioner Chris LaTondresse was temporarily off-line during the vote and Commissioner Jim McDonough left the meeting.

Peg Larsen reported it is early in session for there to be such a divide. Funding for safety failed on the House floor by a bipartisan vote. Both the House and the Senate DFL and Republicans have held press conferences concerning their agenda items, which are as different as night and day. The Senate wants to hone-in on election security and the House wants to strengthen the language for police officer accountability.

*Intergovernmental  
Issues*

The February budget numbers will come out on Friday. There is expected to be an additional \$260 million dollars available for the budget. Republicans in both bodies are working on legislation to limit the Governor's emergency powers. The measure passed in the Senate but continues to fail in the House. Even at this stage in the session, with deadlines soon approaching, both bodies are still doing informational hearings in different subject areas pertaining to the budget.

Kim Scott reported we have had a number of fruitful discussions with legislators since the MMCD board last met. As bills have been introduced, we have identified bills that are relevant to MMCD and reached out to the bill authors. Sen. Dziejic introduced a bill, SF 201, that would have put limits on MMCD's use of pesticides. We reached out to Sen. Dziejic, who indicated that she has no intention of negatively impacting MMCD's work and will include an exception to cover MMCD, if her bill comes up for a hearing.

Similarly, we met with Rep. Jordan, who is the author on another pesticide related bill, and she was also amenable to modifying her bill language so it would no longer apply to MMCD.

We have been following Rep. Samantha Vang's bill, HF 718, which could have impacted MMCD's work by allowing Minneapolis to prohibit the use of pesticides. (In October 2019, Rep. Vang came to MMCD for a tour and discussion of MMCD's work, so an awareness of MMCD's work already existed with the author.) We found out on short notice that the bill would be heard in the Environment Finance committee and we were able to secure a meeting with Rep. Vang and work out amendment language to provide an exception for MMCD. The hearing took place yesterday, we arranged for Stephen to be on deck to answer any questions from members, and the author's amendment regarding MMCD was offered and accepted with no opposition.

-Note: We recommend that Stephen reach out to Rep. Vang via email (and cc her Legislative Assistant, Josh Kilgard) to thank her for working with MMCD on a productive solution to address its concerns.

At this point, there are no bills proceeding that would negatively impact MMCD. We are still in talks with House Agriculture Chair Sundin about an informational hearing. Hearing time is very limited this year and there may be an opportunity for an information hearing after committee deadlines. If the committee is unable to fit an informational hearing into their schedule this session, we will continue to offer this as an option to relevant committees in subsequent sessions, as we see this as another long term, proactive strategy to educate members about MMCD's work.

Stephen Manweiler reported that, at their January 27 meeting, the Executive Committee reviewed the budget and levy development schedule (same as item 9 of this agenda) and the Executive Director annual performance review process. This process includes input from all MMCC Commissioners (except those who joined the Commission in January 2021), the Executive Director's direct reports, and a few random fulltime District employees. The input will be collected and

*January 27, 2021*  
*Executive Committee*  
*Report*

compiled by Arleen Schacht, Business Administrator, who leads the District’s HR function. A Performance Review Panel has, customarily, been made up of some members of the Executive Committee and other interested Commissioners, who will receive the compiled input and meet with Mr. Manweiler to discuss his performance. The Panel will report at the March 24, 2021 Executive Committee meeting. The Executive Committee will present their recommendations at the April 28, 2021 Commission meeting.

Stephen Manweiler highlighted several key dates in the budget–levy development schedule. These key dates are the same as those used last year except that they are updated to the corresponding dates in 2021. The next agenda item for this meeting is meant to begin the discussion of the 2021 expenditure plan to lead into determining the budget (expenditure plan) and levy for 2022. Proposals for 2022 will be presented and discussed in April through July. The Commission will need to approve a preliminary 2022 levy at its July 28, 2021 meeting which is the last meeting before the August 1, 2021 due date. The final 2022 levy and budget will be approved at the Commission meeting on December 15, 2021. The 2022 levy cannot be increased after the August 1 deadline.

*Budget and Levy  
Development Schedule*

Stephen Manweiler described the District’s budget (expenditure plan), levy (funding source) and reserves (financial resources) and briefly reviewed the status of each during the previous ten-year period. Before 2014, the Commission had desired to spend down a large reserve resulting in annual budgets that was significantly greater than the corresponding levy. During the three years (2014-16) of very high service demands, the District spent \$5.8 million more than levy receipts which decreased the reserves below the minimum value designated by policy to support cash flow. In 2015, the Commission began a plan to bring the budget and levy to parity through incremental annual levy and smaller budget increases with the goal of supporting service delivery. In 2017, the District cut \$1.2 million in services (mainly larval control in outer areas of the District) to constrain expenditures to a level equal to the levy. These savings along with three lower service demand years (2017-2019) enabled the District to build up reserves to the minimum defined value by the beginning of 2020. In January 2020, the District planned to restore about one third of the services cut in 2017 because the 2020 levy and budget differed by \$800,000. In February 2020, the COVID-19 pandemic began. By April 2020, the District revised its plans in response to a feared 10-15% levy deficit. This meant cancelling two of the three service restorations.

*2021 Mosquito and  
Black Fly Service  
Opportunities*

The impact of COVID-19 on levy receipts in 2020 was less severe than feared. That, along with a successful savings plan and a lower service demand year in 2020, resulted in reserves at the end of 2020 in better

condition than at the beginning of 2020. Because the 2021 levy and budget are equal to the 2020 levy and budget, the District would like to restore services as planned in January 2020. If information suggesting a significant levy deficit in 2021 becomes available, the District can review savings options developed in 2020 to determine the best response. Our goal remains providing the highest service level possible while preserving the District’s financial health.

Stephen Manweiler briefly described the District’s black fly control program. The program was developed in the 1980s and operates under a treatment permit from the Minnesota Department of Natural Resources (MNDNR). In 2018 the District received reports of problems with black flies biting people early in the season (April-May) in areas that had not previously reported these problems. A three-year investigation (2018-20) revealed that a formerly rare species (*Simulium tuberosum*) had become more numerous in several locations. A review of sampling in these and other locations completed in the 1980s helped the District determine where to conduct surveillance in 2018-20. The locations of people reporting problems also were considered when deciding where to conduct surveillance. In early 2020 one person was able to collect the black flies biting her daughter that were identified as *S. tuberosum*. We have submitted to the MNDNR an addendum to our treatment permit that will allow us to add *S. tuberosum* to the species we can control. We plan to continue our surveillance, including larval and adult black fly sampling and monitoring citizen reports to continue to improve our response.

Stephen Manweiler reported that the annual Technical Advisory Board (TAB) meeting was held on Thursday, February 11, 2021. Each year the TAB reviews the District’s programs. The status of the District’s financial situation and implications for control services (especially as impacted by the COVID-19 pandemic), work to identify and respond to recent black fly issues associated with a formerly rare species (*S. tuberosum*) with surveillance and larval control, potential District operational responses if the monarch butterfly is listed as threatened, and work to integrate drone technology into District surveillance and control were reviewed at this meeting. The Chair of the TAB will report their evaluation of the program at the April 28, 2021 Commission meeting.

*Executive Director's  
Report*

Jon Peterson reported staff are finishing their winter projects including updating maps and updating safety, access, and other information about their breeding sites. Staff are attending meetings to discuss plans and to prepare for the upcoming field season including recruitment and orientation and kickoff.

*Operations Report*

Applications for the seasonal positions are continuing to come in. To date, we have hired for 50% of our available seasonal positions. The hiring process for two new Field Operations Supervisors, one for Scott County and one for Anoka County, started this week. These openings are due to a promotion and a retirement.

Kirk Johnson reported that we are planning mosquito-borne disease risk reduction services, including training seasonal staff in disease prevention. Lacrosse encephalitis training will focus on recognizing risks and eliminating larval habitat (tires, containers, tree holes). 2020 was a low transmission year for West Nile virus (WNV); we expect a slow start [in 2021]. Once circulating, amplification can occur rapidly. Larval control of WNV vectors will begin in late May. Staff will be trained to treat catch basins, other storm water management structures, and wetlands for *Culex* vectors of WNV. Eastern equine encephalitis (EEE) was active in Minnesota again in 2020 (two horses – Aitkin, Benton counties). Even though it's currently rare in Minnesota, EEE is the most severe mosquito-borne illness in the area (mortality rate is greater than 30% for humans, and 90% for horses). We have in place surveillance and control methods targeting the primary vector, *Culiseta melanura*. We are prepared to employ additional risk reduction efforts if we happen to detect the virus or learn of a local infection. James Town Canyon virus (JCV) is transmitted by spring *Aedes* species. In addition to the spring larval control that we do, we are planning a pilot project where we conduct intensified larval surveillance to learn more about each individual spring species that might be involved in JCV transmission. We will continue to conduct adult mosquito surveillance to obtain samples to test for the virus. The work we do now to learn about JCV and its vectors will help us determine if future modifications to our spring control strategy are warranted to reduce risk.

Alex Carlson reported that there were two statewide media stories related to mosquitoes in February - one from WCCO early in the month asking how the warmer January would impact summer mosquitoes and another from Fox 9 later asking how the deep freeze would impact summer mosquitoes. Both stories can be viewed here: <https://mmcd.org/2021/02/24/what-impact-do-winter-temperatures-have-on-summer-mosquitoes-fox-9-and-wcco/>

*Public Affairs Report*

We are planning for summer events with the hope we will be able to be back in the community this year. County fairs and state fairs will be our focus at first. We will ensure that we keep staff safety in mind when planning to attend summer events.

We are getting a new e-mail form on our website that will ask for addresses up front and input them directly into the call system. This



will likely lead to more accurate information regarding black fly and mosquito annoyance calls in 2021.

Please help us spread the word about summer job opportunities! More information is on our social media pages and our website.

Chair Angela Conley asked if there was any other business remaining for the Commission to consider. Hearing none, Chair Angela Conley declared the meeting adjourned at 10:45 a.m.

*Adjournment*

The Commissioner voted as follows.

Commissioner Angela Conley	Yes
Commissioner Lisa Weik, Vice Chair	Yes
Commissioner Jeff Reinert	Yes
Commissioner Robyn West	Yes
Commissioner Scott Schulte	Yes
Commissioner Gayle Degler	Yes
Commissioner Mary Hamann-Roland	Yes
Commissioner Laurie Halverson	Yes
Commissioner Liz Workman	Yes
Commissioner Kevin Anderson	Yes
Commissioner Chris LaTondresse	Yes
Commissioner Tom Wolf	Yes

Commissioner Tom Workman, Michael Beard and Jim McDonough left the meeting before adjournment.

## METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

APRIL 28, 2021

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**Requested by:**

Stephen Manweiler

**Action requested:**

Approval of 2020 Operational Review and Plans for 2021

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**Whereas**, the Chair of the District’s Technical Advisory Board (TAB) has reported that the TAB reviewed District operations in 2020 and plans for 2021, and;

**Whereas**, the TAB and MMCD staff discussed in detail 2020 operations and plans for 2021, and;

**Whereas**, the TAB commends MMCD staff and management on their efforts to maintain operations and budget in consideration of COVID-19 restrictions and needs, without interruption of services, and;

**Whereas**, the TAB recognizes MMCD’s current efforts to minimize non-target impacts associated with adulticides and recommends that MMCD staff follow USFWS monarch butterfly threatened or endangered species listing discussions, as well as review current research and past incidents, to minimize further non-target impacts, and;

**Whereas**, the TAB supports the program presented in the 2020 Operational Review and 2021 Plan and acknowledges and appreciates the efforts of the MMCD staff on its presentation;

**Resolved**, that the Commission accepts the report of the TAB Chair and approves the 2020 Operational Review and Plans for 2021.

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**Department of Entomology**

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April 1, 2021

Commissioner Angela Conley, Chair  
Metropolitan Mosquito Control Commission  
2099 University Avenue West  
St. Paul, MN 55104

Dear Commissioner Conley,

The Technical Advisory Board (TAB) met on February 11, 2021 to review and discuss MMCD operations in 2020 and plans for 2021. Since the Board's formation in 1981, the member representatives have met at least once per year to provide independent review of field control programs and to enhance inter-agency cooperation.

After an excellent interchange of questions and information between the TAB and MMCD staff, the TAB approved the following resolutions.

1. The TAB commends the MMCD staff and management on their efforts to maintain operations and budget in consideration of COVID-19 restrictions and needs, without interruption in services.
2. The TAB recognizes MMCD's current efforts to minimize nontarget impacts associated with adulticides and recommends that MMCD staff follow USFWS monarch butterfly threatened or endangered species listing discussions, as well as review current research and past incidents, to minimize further non-target impacts.
3. The TAB supports the program presented in the 2020 Operational Review and 2021 Plan and acknowledges and appreciates the efforts of the MMCD staff on its presentation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stephen Kells'.

Stephen Kells, Professor  
Chair, Technical Advisory Board  
University of Minnesota, Department of Entomology

## METROPOLITAN MOSQUITO CONTROL DISTRICT EXECUTIVE COMMITTEE MEETING

MINUTES  
MARCH 24, 2021  
9:15 A.M.

Commissioner (Chair) Angela Conley called the meeting to order at 9:15 a.m. Due to the ongoing COVID-19 pandemic, this meeting was conducted remotely using GoToMeeting software and recorded. Roll call votes were recorded for each item because this meeting was conducted remotely.

**Roll Call:**

Commissioner Robyn West	Anoka County
Commissioner Tom Workman	Carver County
Commissioner Liz Workman	Dakota County
Commissioner Angela Conley	Hennepin County
Commissioner Mary Jo McGuire	Ramsey County
Commissioner Michael Beard	Scott County
Commissioner Lisa Weik	Washington County
Commissioner Kevin Anderson	Anoka County

**Staff:**

Stephen Manweiler, Executive Director  
Arleen Schacht, Business Administrator

**Visitors:**

Kim Scott, RCS Consulting  
Peg Larsen, RCS Consulting  
Joe Langel, MMCD Legal Counsel

Chair Angela Conley welcomed all in attendance and thanked them for attending the meeting.

Commissioner Mary Jo McGuire offered the following resolution and moved its adoption.

*Approval of  
January 27, 2021  
Executive Committee  
Meeting Minutes*

**Resolution 1:**

**Resolved**, that the January 27, 2021 Executive Committee Meeting minutes be approved as presented.

Commissioner Lisa Weik seconded the motion.

The Commissioners voted as follows.

Commissioner Robyn West	Yes
Commissioner Tom Workman	Yes
Commissioner Liz Workman	Yes
Commissioner Angela Conley	Yes
Commissioner Mary Jo McGuire	Yes
Commissioner Michael Beard	Yes
Commissioner Lisa Weik	Yes

Commissioner Kevin Anderson did not vote because he was not in attendance at the January 27, 2021 meeting.

The resolution was adopted unanimously.

This is the last week before the Legislature goes on break and we are coming up on the third deadline, when committees must act on their omnibus budget bills. The committee deadlines do not apply to the major committees, such as, Ways and Means, Taxes, and Capital Investment.

*Legislative Update*

The House DFL released their budget, which equals \$52.5 billion. The House DFL budget does not include budget cuts and it is anticipated that there will be a tax increase for certain brackets. Tax Chair Marquart will release the House tax plan during the first week in April and Chair Marquart has stated the plan will include tax cuts to small businesses who received forgivable loans through the federal Paycheck Protection Program and individuals who received unemployment benefits.

Senate Republicans laid out a plan for the budget, which would equal \$51.9 billion for the two-year budget and their plan includes both budget and tax cuts. Governor Walz also put out his revised budget plan, which amounts to \$52.3 billion.

In terms of individual policies being taken up by the Legislature that may impact MMCD's work, HF718 (Vang), as introduced, had the most potential to impact MMCD. The bill proposes to allow cities the ability to prohibit the use of pesticides, pesticides which MMCD may utilize to meet its public health mission. However, before the bill's first hearing, we worked with the author on an amendment that would include an exception for MMCD's work. HF718 has been heard in the House Environment, Agriculture, and Local Government committees. Stephen Manweiler was prepared and on deck to answer questions at both the Environment and Agriculture committee hearings; we have not heard any concerns over including the exception for MMCD. We expect

HF718 to be included in the House environment omnibus bill, but it will not appear on the Senate side. Overall, there are no policies related to pesticides that are moving on the Senate side.

Earlier this week, the governor’s “State of the State” was delayed due to the fact that he was exposed to the COVID virus and is in self quarantine out of an abundance of caution. The governor appears to be doing fine, he has not yet been vaccinated, but had previously been exposed to the virus.

This is when times get very interesting, as they are compiling the final numbers that they will negotiate with next month. The Legislature’s Easter/Passover break will begin this Friday and go through April 5. Even though there will be no hearings during the break, committee chairs and leaders will continue to work behind the scenes.

Arleen Schacht reported that the District and Commission have not waived the statutory limits in the past. Arleen recommended that the statutory limits again not be waived.

*Insurance Liability  
Waiver*

Commissioner Kevin Anderson offered the following resolution and moved its adoption.

**Resolution 2:**

**Resolved,** that District not waive the statutory insurance liability limits.

Commissioner Robyn West seconded the motion.

The Commissioners voted as follows.

Commissioner Robyn West	Yes
Commissioner Tom Workman	Yes
Commissioner Liz Workman	Yes
Commissioner Angela Conley	Yes
Commissioner Mary Jo McGuire	Yes
Commissioner Michael Beard	Yes
Commissioner Lisa Weik	Yes
Commissioner Kevin Anderson	Yes

The resolution was adopted unanimously.

Commissioner Liz Workman advised in the past the meeting be closed for discussion about the Executive Directors performance review. The committee agreed to close the meeting. All participants other than Commissioners left the meeting.

*Executive Director  
Performance Review  
Process*

Chair Angela Conley reopened the meeting and opened the discussion to consideration of any action. All participants who left the meeting returned.

Chair Angela Conley reported to Stephen Manweiler about the conclusions of his performance review agreed by Commissioners during the closed discussion. Their conclusions and findings regarding Mr. Manweiler's performance were very positive, finding that he had fulfilled all of the responsibilities of the job very well. They are confident in his leadership in maintaining the financial and operational integrity of the District including addressing all employee issues and supporting a positive work environment. Several Commissioners recommended growth items for the next twelve months for inclusion with his KDAs (key development areas).

Overall, they concluded that Mr. Manweiler has performed at a Highly Successful level in his seventh year as the District's Executive Director, that his fine performance is acknowledged and appreciated, that his employment be continued for another twelve months, that he be recommended for a salary increase equal to the amount approved for other employees, and that all of these findings be recommended for approval by the full Commission. They asked Mr. Manweiler to include in the information packet for the April 28, 2021 Commission meeting the resolution containing their recommendations, his KDAs and accomplishments for the past twelve months, and KDAs for the next twelve months.

Stephen Manweiler reported that the start of the 2021 season seems to be running about two weeks ahead of 2020. Staff found the first mosquito larvae last Thursday (March 18). Our seasonal hiring is going very well, better than last year. We anticipate no delays in our April 12 seasonal technician start date meaning no delays in when we can begin delivering service to District citizens.

*Executive Director  
Report*

Our 2021 black fly treatment permit provided by MNDNR includes 25 small stream sites where we can apply liquid Bti to control larvae of the formerly rare species *Simulium tuberosum*. Stephen asked all Commissioners to continue to report black fly problems because these reports may help us locate additional places where larval *S. tuberosum* are developing.

Chair Angela Conley asked if there was anything else to come before this meeting. Nobody mentioned any additional items. Commissioner Tom Workman moved to adjourn the meeting. Commissioner Kevin Anderson seconded the motion. Commissioners Mary Jo McGuire and Lisa Weik already had left the meeting to participate in other meetings.

*Other Issues and  
Adjournment*

The Commissioners voted as follows.

Commissioner Robyn West	Yes
Commissioner Tom Workman	Yes
Commissioner Liz Workman	Yes
Commissioner Angela Conley	Yes
Commissioner Michael Beard	Yes
Commissioner Kevin Anderson	Yes

The motion was adopted.

Chair Angela Conley declared the meeting adjourned at 10:26 a.m.



## METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

APRIL 28, 2021

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<u><b>Requested by:</b></u>	<u><b>Action requested:</b></u>
Executive Committee	Approval of Recommendations Resulting from Executive Director’s Performance Appraisal

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**Whereas**, the District’s Executive Director, Stephen Manweiler, is approaching the end of his seventh year in the position, and;

**Whereas**, Mr. Manweiler, by the terms in his employment agreement is to be evaluated annually concerning his performance by the Executive Committee that would draw conclusions and make findings regarding his performance and eligibility for salary increase with a recommendation to the Commission, and;

**Whereas**, the Executive Committee undertook and completed gathering relevant input about Mr. Manweiler’s performance from both Commissioners and staff, and;

**Whereas**, the Executive Committee is confident in his leadership in maintaining the financial and operational integrity of the District including addressing all employee issues and supporting a positive work environment, and;

**Whereas**, the Executive Committee’s conclusions and findings regarding Mr. Manweiler’s performance were very positive, finding that he had fulfilled all of the responsibilities of the job very well and that the Executive Committee further found that he would be eligible for and would recommend him for a salary increase,

**Whereas**, the Executive Committee diligently assessed Mr. Manweiler's performance and found that it would serve the Commission's, its taxpayers' and the District's best interests to continue Mr. Manweiler's employment,

**Resolved**, that the Executive Committee finds that Mr. Manweiler has performed at a Highly Successful level in his seventh year as the District’s Executive Director, that his fine performance is acknowledged and appreciated, that he be recommended for a salary increase equal to the amount approved for other employees, that the Executive Committee finds that his employment be extended into the second year of his three-year employment agreement, and that all of these findings be recommended for approval by the full Commission.

**KEY DEVELOPMENT AREAS** (April 2021 - 2022) (specific issues for 2021-22)

1. Stephen should work with the Commission to forecast financial needs and review and update the District's budget/levy strategy for the next two to five years. Inflation and health insurance costs among other increasing expenses are impacting how MMCD provides services. At the same time, the District's population is increasing and new exurban development is expanding the need for services.

Stephen should continue asking his staff to propose other ways they can make operations more efficient to maintain and improve services. Re-emphasize to staff not just cost reductions but that how we operate enables us to achieve service delivery goals. Communicate a vision of the District as a premier mosquito control agency delivering the best possible services to District citizens in a sustainable cost-effective manner. [Continue exploring how new technologies \(e.g., drones\) can increase cost effectiveness of District operations.](#)

Stephen should continue to work to maintain a very positive work environment [including more frequent communications to all employees about the District situation and plans. Consider target audience when crafting communications to deliver clear understandable messages.](#)

Stephen should continue to balance budget (expenditures) and resources (levy) to preserve long term financial viability of the District. This should include longer term steps to expand services as required by increasing population and development within the District area. [Restart long-term resource increase plan in 2022 \(was paused one year in 2021 in response to COVID-19\).](#)

2. Stephen should continue to focus on Succession Planning.

Retirements can be an opportunity to modernize District functions. Stephen should continue to work with staff to reevaluate job positions to best satisfy current District needs as efficiently as possible and hire the best candidates to successfully satisfy the requirements of those job positions.

Stephen should continue to work with staff to ascertain their advancement desires and provide growth opportunities that enable them to compete for future District job positions. [Communicate his vision for succession, especially in Technical Services and the Executive Director position and how these relate to other District functions \(PR, HR, field operations, etc.\).](#)

3. Maintain the image of the District as a preserver of the environment while providing excellent service to District citizens as expressed by the District's Mission statement. Communicate and protect our treatment services while recognizing the importance of pollinators and the District's ecological footprint.

Be prepared to respond to challenges such as the recently introduced legislation designed to protect pollinators. Mosquito control operations and environmental protection can complement each other. Citizen health and quality of life are important too.

[Prepare for the probable listing of the monarch butterfly as threatened in 2024. Assemble relevant research in preparation for an informal consultation with the US Fish & Wildlife Service as was completed by the District for the rusty patched bumblebee in 2019.](#)

**KEY DEVELOPMENT AREAS** (April 2020 - 2021) [Progress update January 2021](#)

1. Stephen should work with the Commission to forecast financial needs and review and update the District's budget/levy strategy for the next two to five years. Inflation and health insurance costs among other increasing expenses are impacting how MMCD provides services. At the same time, the District's population is increasing and new exurban development is expanding the need for services.

Stephen should guide staff through dealing with the COVID-19 pandemic and enlist their creativity to develop strategies to keep themselves safe while delivering the greatest level of services possible. – [Worked with all staff to develop and implement COVID-19 safety procedures.](#)

Stephen should continue to balance budget (expenditures) and resources (levy) to preserve long term financial viability of the District. This should include near term steps to shield District financial health from the economic impact caused by the COVID-19 pandemic and longer-term steps to expand services as required by increasing population and development within the District area. – [Worked with staff to determine and achieve expenditure levels that would preserve District reserves while minimizing service cuts. These steps successfully preserved District reserves while still providing services including expanded cattail mosquito larval control treatments.](#)

Stephen should continue to work to maintain a very positive work environment including emphasizing how services provided by District staff enhance the quality of life experienced by District citizens and by responding to all employee issues. – [Celebrated with staff regularly during and after the control season our ability to keep everyone safe from COVID-19.](#)

[Encouraged HR employees to try new recruitment strategies \(modified to maximize COVID-19 safety\) to increase the number and diversity of applicants for District job positions.](#)

2. Stephen should continue to focus on succession planning, especially concerning single incumbent positions.

Retirements can be an opportunity to modernize District functions. Stephen should continue to work with staff to reevaluate job positions to best satisfy current District needs as efficiently as possible and hire the best candidates to successfully satisfy the requirements of those job positions.

Stephen should continue to work with staff to ascertain their advancement desires and provide growth opportunities that enable them to compete for future District job positions. The development of these employees is part of constantly improving the District's ability to provide the best possible services to District citizens.

[Reorganized Human Resources to provide advancement opportunities to two employees who took on greater HR responsibilities including additional training. This helped HR be seen by all employees as supportive to staff. It also negated the need to hire an additional HR employee thereby freeing that job position to fill other District succession needs.](#)

3. Maintain the image of the District as a preserver of the environment while providing excellent service to District citizens as expressed by the District's Mission Statement. Communicate and protect our treatment services while recognizing the importance of pollinators and the District's ecological footprint.

Be prepared to respond to challenges such as the recently introduced legislation designed to protect pollinators. Mosquito control operations and environmental protection can complement each other. Citizen health and quality of life are important too.

Continue to emphasize to District citizens how the District tailors its operations to protect pollinators, other non-target organisms, and the environment in general while providing the best possible treatment services.

District Public Relations efforts continued outreach to citizens in general including beekeepers to maintain dialog about environmental issues and how the District adapts its service responses with these issues in mind.

Negotiated with Rep. Wagenius language in her pesticide regulation legislation to exempt vector mosquito control.

## METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING APRIL 28, 2021

**Requested by:**

Stephen Manweiler  
Arleen Schacht

**Informational:**

2021 Plans and Initial 2022 Budget and  
Levy Discussion

**Background (Mosquito Larval Control):**

<b>Historical Item</b>	<b>Outcome</b>
2014-16 Record Service Demands	<ul style="list-style-type: none"> <li>• Budget reserves depleted (the District spent \$5,891,103 more than funding received)</li> </ul>
2017 Expenditure Reduction Steps (designed to save levy – budget difference of \$1.2 million)	<ul style="list-style-type: none"> <li>• Saved \$1,339,628</li> </ul>
2018 Expenditure Reduction modified to treat more spring <i>Aedes</i> and cattail acres including P2 (Figure 2)	<ul style="list-style-type: none"> <li>• Saved \$1,155,554</li> </ul>
2019 Expenditure Reduction as modified in 2018 maintained	<ul style="list-style-type: none"> <li>• Budget reserves were increased to minimum desired level by the end of 2019 (saved \$1,499,695)</li> </ul>
2020 Planned to restore one third of services cut in 2017 (\$400,000)  2021 levy and budget both were held at 2020 levels due uncertainty about financial impact of COVID-19 pandemic	<ul style="list-style-type: none"> <li>• 2020 levy receipts were much closer to planned than the feared 15% deficit</li> <li>• 2020 expenditures (\$14,226,215) were lower than revised plan for expenditures of \$15,962,936</li> <li>• Budget reserves were increased by the end of 2020</li> <li>• District financial situation at the beginning of 2021 is good enough to potentially restore some service cuts enacted in 2017 (Table 1)</li> </ul>
2021 Plan to restore one third of services cut in 2017 (\$400,000) (Table 1)	<ul style="list-style-type: none"> <li>• Because economic predictions for 2021 include improvement over 2020, we recommend resuming the long-term plan for small annual levy increases and smaller budget increases to fully restore all services cut in 2017</li> </ul>
2022 Resume long-term plan	<ul style="list-style-type: none"> <li>• We recommend a 2% increase in the 2022 levy and a 1% increase in the 2022 budget</li> </ul>

Table 1. Control program plans in 2021 including service restorations originally planned in January 2020. (see Figure 2 for District map indicating P1 and P2)

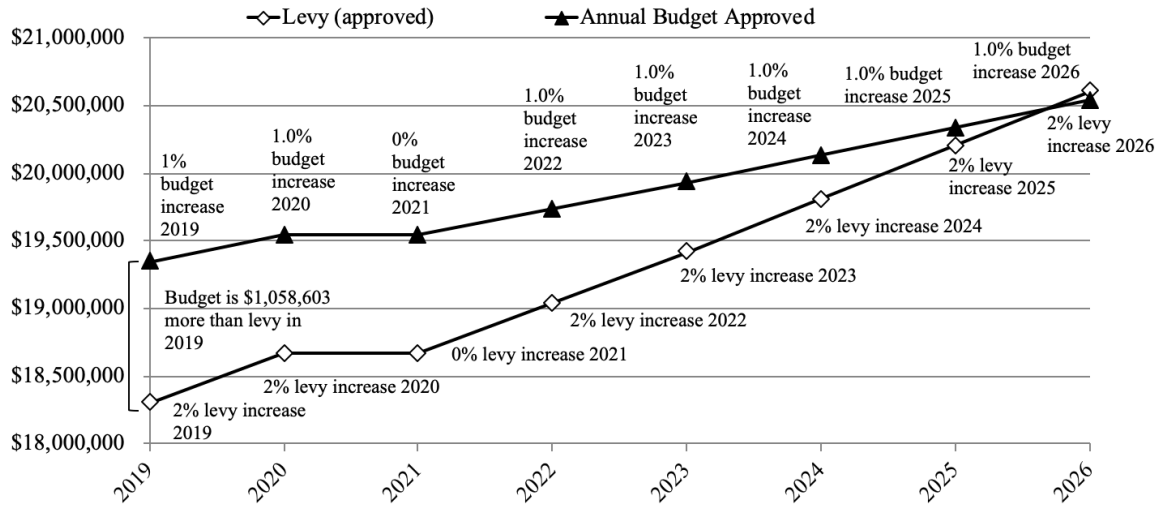
<b>2021 Service Plan</b>	
Expected 2021 Levy	\$18,665,369
Planned Expenditure (Jan 2020 plan)	\$17,190,778
Planned Service Restorations	Increased spring <i>Aedes</i> (including P2)  Increased cattail (including P2)  Increased summer floodwater (including P2)

**Next Steps: 2022-2025**

- The multi-year plan initiated in 2015 includes the following goals:
  - Restore District reserves to minimum levels that support District cash flow needs (achieved by the end of 2019)
  - Increase the levy until it is equal to the budget (levy-budget parity) (will support restoring all services cut in 2017)
  - Enable the District to provide expanded services in response to increased human population and development through additional levy-budget increases
- Implementing that plan without changes would have achieved levy-budget parity in 2025 meaning that all services cut in 2017 could have been restored in 2025
- We paused the long-term plan in 2020 because of feared levy deficits due to the COVID-19 pandemic by holding the 2021 levy and budget equal to 2020
  - This pause delayed levy-budget parity by one year if levy increases resume in 2022 (all services cut in 2017 can be restored in 2026) (Figure 1 – Resume long-term plan)
  - We need a 1% budget increase in 2022 to accommodate increased expenses due to inflation
  - We recommend resuming the long-term plan with a 2% levy increase in 2022
- We could pause the long-term plan for a second year (0% levy increase in 2022)
  - Continuing to pause the long-term plan in 2022 (Figure 1 – 2<sup>nd</sup> year pause of long-term plan) will result in a difference between the 2022 budget and levy equal to that in 2019
  - The second-year pause will delay levy-budget parity until 2028 if increases are resumed in 2023 (a three-year delay compared to the original plan)

**Resume long-term plan**

**Funding and Budget (2019 - 2026) - 2% Levy Increase 2022**



**2nd year pause of long-term plan**

**Funding and Budget (2019 - 2026) - 0% Levy Increase 2022**

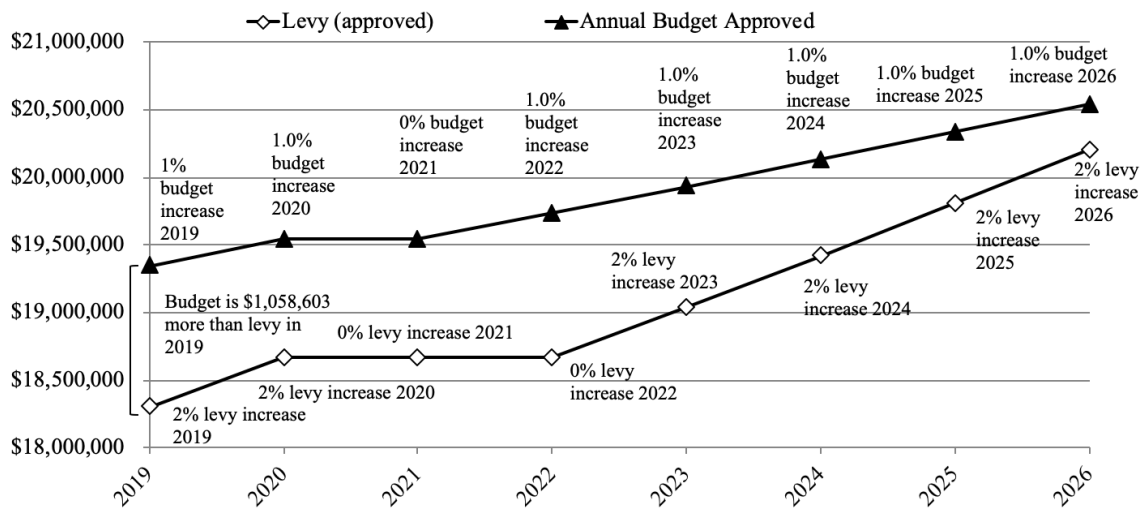


Figure 1. District levy and budget (2019-2026) and impact upon funds available to restore services (\$1,200,000 worth of services cut in 2017) by resuming the current plan of annual 2% levy and 1% budget increases in 2022 or pausing levy increases for a second year in 2022.



Figure 2. Priority zones 1 (shaded-P1) and 2 (white-P2), with District county and city/township boundaries in 2021.



Table 2. Actual expenditures 2018-2020, budgeted 2021 expenditures and proposed 2022 levy and budget. Amount of fund balance used assumes 2021-22 expenditures equal budget.

		2018	2019	2020	2021	2022
	ADMINISTRATION	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROPOSED
1	Salary and Wages	\$765,333	\$765,333	\$694,649	\$792,046	\$799,966
2	Building Expense	\$66,571	\$66,571	\$52,320	\$52,770	\$53,298
3	Office Supplies	\$30,207	\$30,207	\$15,717	\$33,870	\$34,209
4	Travel and Mileage	\$1,735	\$1,735	\$1,164	\$4,250	\$4,293
5	Insurance	\$10,182	\$10,182	\$13,088	\$12,500	\$12,625
6	Interest	\$0	\$0	\$0	\$0	\$0
7	General Expenses	\$113,166	\$113,166	\$123,951	\$114,000	\$115,140
8	Repair and Maintenance	\$0	\$0	\$0	\$500	\$505
9	Total Admin. Operations	\$987,194	\$987,194	\$900,889	\$1,009,936	\$1,020,035
10						
11	Administration Capital	\$12,493	\$0	\$0	\$0	\$0
12						
13	Total Administration -	\$999,687	\$987,194	\$900,889	\$1,009,936	\$1,020,035
14						
	COMMISSION					
15	Per Diem	\$0	\$0	\$0	\$0	\$0
16	Travel and Mileage	\$2,177	\$2,177	\$705	\$3,660	\$3,660
17						
18	Total Commissioners -	\$2,177	\$2,177	\$705	\$3,660	\$3,660
19						
	CONTROL/MONITORING					
20	Salary and Wages	\$6,559,521	\$6,561,904	\$6,281,129	\$7,652,148	\$7,728,669
21	Rent and Building Costs	\$846,623	\$851,853	\$830,944	\$894,660	\$903,607
22	Supplies & Expenses	\$248,544	\$321,860	\$315,346	\$281,850	\$284,669
23	Control Materials	\$4,137,801	\$4,013,552	\$3,546,099	\$5,831,000	\$5,889,310
24	Helicopter	\$1,553,479	\$1,746,405	\$1,487,582	\$2,527,560	\$2,552,836
25	Transportation Expenses	\$175,049	\$156,594	\$120,679	\$186,390	\$188,254
26	Insurance	\$251,095	\$239,335	\$226,075	\$268,510	\$271,195
27	General Expenses	\$180,498	\$109,931	\$80,442	\$156,630	\$158,196
28	Repair and Maintenance	\$290,161	\$198,509	\$167,050	\$211,700	\$213,817
29	Total Control Operations	\$14,242,771	\$14,199,943	\$13,055,346	\$18,010,448	\$18,190,552
30						
31	Control Capital	\$351,209	\$667,746	\$269,275	\$527,520	\$527,520
32						
33	Total Control Division -	\$14,593,980	\$14,867,689	\$13,324,621	\$18,537,968	\$18,718,072
34						
35	TOTAL ANNUAL BUDGET	\$15,595,844	\$15,857,060	\$14,226,215	\$19,551,564	\$19,741,768
	Levy	\$17,832,456	\$18,139,782	\$18,525,337	\$18,665,369	\$19,038,676
	Revenue - other sources	285,442	412,655	273,948	235,000	235,000
	Fund Balance (end of year)	\$15,598,370	\$18,293,908	\$22,866,978	\$22,215,783	\$21,747,692
	Amount from FB used for exp.	(\$2,522,054)	(\$2,695,377)	(\$4,573,070)	\$651,195	\$468,091

TO: COMMISSION MEMBERS  
FROM: STEPHEN MANWEILER  
RE: EXECUTIVE DIRECTOR REPORT  
DATE: APRIL 2021

## 1. DIRECTOR'S INITIATIVES

On April 7, 36 MMCD employees attended the North Central Mosquito Control Association meeting virtually (out of a total of 89 attendees). Staff viewed presentations on mosquitoes, ticks, equipment and working safely. This one-day training satisfies the Minnesota Department of Agriculture pesticide applicators requirements for recertification of MMCD staff. Registration to attend the meeting was free.

In terms of individual policies being taken up by the Legislature that could have impacted MMCD's work, HF718 (Vang), as introduced, had the most potential to impact MMCD. The bill proposes to allow cities the ability to prohibit the use of pesticides, pesticides which MMCD may utilize to meet its public health mission. However, before the bill's first hearing, we worked with the author on an amendment that would include an exception for MMCD's work. HF718 has been heard in the House Environment, Agriculture, and Local Government committees. Stephen Manweiler was prepared and on deck to answer questions at both the Environment and Agriculture committee hearings; we have not heard any concerns over including the exception for MMCD. As of April 7, Rep. Vang's bill is included in the House Environment omnibus bill at page 182 and the exclusion for MMCD is included in the language.

## 2. MOSQUITO CONTROL SERVICES

On April 12, 63 seasonal technicians started at MMCD. Currently, most seasonal positions have been filled for 2021, with planned start dates through May. Field Operations Supervisors have been conducting orientations, training, and promoting safety with the seasonal employees that are currently working in the field.

Weather has proven unpredictable for the spring of 2021, like it normally is. During the month of March and into the first week of April, we saw above average temperatures, which prompted mosquito larvae to hatch and grow in the wetlands. The cooler temps starting the week of April 12 have helped to slow their growth, which gives staff time for treatments. Field staff have been busy inspecting and treating ground sites and inspecting air sites. Based on the instar (size) of the larvae found, we will potentially be treating with the helicopter during the week of April 19, which is about two weeks earlier than the last few years.

Field staff have begun checking small streams for black fly larva (biting gnats). Large river sampling will begin the week of April 19. In response to the surge of black fly customer calls from 2020, an additional species of black fly, *Simulium tuberosum*, has been approved by the MNDNR for treatments if found during sampling.

On April 16, calibration of the six helicopters occurred at the Le Sueur Airport. The six helicopters were calibrated to treat with four different larvicide materials. During calibration, staff worked with the pilots to test the AgNav units which are GPS systems used to record treatments.

### **3. MOSQUITO-BORNE DISEASE**

We experienced an early hatch of spring floodwater mosquitoes with the warm temperatures in March. Some of these species are vectors of Jamestown Canyon virus (JCV) and we are currently conducting surveillance for the virus. We are collecting mosquito larvae to test for the virus in an attempt to document passage of the virus from one generation to the next. We have detected JCV in adult mosquitoes during each of the past three seasons and we are focusing this year's larval surveillance in the areas where the virus was previously detected.

Our technicians are also already involved in La Crosse encephalitis (LAC) prevention. The LAC vectors, *Aedes triseriatus* and *Ae. japonicus*, are species that we can control even before their eggs hatch simply by eliminating discarded tires and other water-holding containers. Interaction with and education of citizens are additional benefits of inspecting properties for these mosquito habitats.

West Nile virus (WNV) activity was low in the District last year and we expect fewer chronically infected mosquitoes to have over-wintered than would be the case following a season with high WNV transmission. Still, warm spring and early summer weather can result in rapid amplification of the virus. Our adult mosquito surveillance network will allow us to detect early season increases in WNV transmission and we will notify the public of increases in risk to their health. Larval control of WNV vectors will begin in late May and will be ongoing through September.

We have been making arrangements with staff from local municipalities for cooperative control of WNV vectors in underground aquatic habitats. We already have commitments from several cities that have participated in the program previously. We are following up with additional cities whose citizens will benefit from our cooperative efforts.

Eastern equine encephalitis virus (EEE) was detected in Minnesota for the second consecutive year last year. Two horses were infected, one in Aitkin County and one in Benton County. Illnesses caused by the EEE virus, while rare, are often quite severe. The mortality rate is approximately thirty percent in the people and ninety percent in horses that are diagnosed with illnesses. Consequently, we carefully monitor the primary vector of the virus, *Culiseta melanura*, we conduct viral analysis of the mosquitoes captured, and we provide adult mosquito control when we identify elevated populations of the vector.

### **4. TECHNICAL SERVICES LAB**

Staff spent most of March and April attending team meetings where team evaluations were discussed. Staff also attended branch meetings of the Entomological Society of America as well as the North Central Mosquito Control Association meeting. These meetings are an opportunity to learn new information in mosquito research and control as well as networking with other professionals in the field. Additionally, the North Central Mosquito Control Association meeting was an opportunity for staff to renew their pesticide applicator licenses. Staff have also been editing and updating several documents: the 2020 Overview, the Field Operations Manual, and the 2020 Operational Review and Plans for 2021.

We are readying for the field season by mending equipment and ordering supplies and providing field staff with surveillance equipment. One seasonal technician started on April 12; he is a veteran

employee with knowledge in mosquito and black fly taxonomy as well as mechanical skills. He is instrumental in helping us with the spring black fly and mosquito identifications. Other technicians will start on May 3, May 17, and June 11.

The first larval sample was collected on March 18. Since the seasonal field staff started on April 12, many more larval samples have been collected and turned in to the lab. The larvae are still relatively small; their growth in the spring is heavily dependent on water temperatures. We were anticipating rapid growth when we experienced those 70° days earlier; now that it has cooled back to normal, the pace of their growth has slowed.

## 5. PUBLIC AFFAIRS

### MMCD in the Media

April 5 - WCCO - Good Question: Why are we already seeing mosquitoes?

<https://minnesota.cbslocal.com/video/5462531-good-question-why-are-we-already-seeing-mosquitoes/>

April 15 - Minnesota News Network - Mosquito season update

Alex Carlson interviewed by Tasha Redel for story about mosquitoes in April

Several news stories in development including an article about black flies for the Victoria Gazette and a special about MMCD for Minnesota Bound.

### New Contact Form Launched!

We launched the new contact form earlier in April and have already had some messages from the public. The new form streamlines the process of receiving adult mosquito reports and requests for service. We are excited to use it as the season begins to get busy!

### Community/School Presentations

St. Thomas University - Diann Crane and Alex Carlson spoke via Zoom video to Dr. Amy S. Hedman-Robertson for her Environmental Justice class.

Category L Workshops - We continue to partner with the Minnesota Department of Agriculture to run re-licensure workshops for Category L. A workshop was held Monday, April 5.

Washington County Commissioners - Stephen Manweiler presented an MMCD update to the Washington County Commissioners on Tuesday, April 13.

### Social Media

Our social media has been active this past month providing updates to the public about MMCD's response to the COVID-19 pandemic. Here are the latest numbers:

- Facebook – 1,546 Page Likes (Down 1 from March 13)
  - Facebook.com/metromosquitocd
- Twitter – 768 Followers (Up 8 from March 13)
  - Twitter.com/metromosquito

- Instagram – 260 Followers (Up 11 from March 13)
  - Instagram.com/metromosquito

## **6. TICK-BORNE DISEASE**

### Deer Ticks Are Out!

As of April 17, we have not been noticing deer ticks at their typical higher spring questing levels, but we continue to recommend checking yourself for ticks after having been out in their wooded/brushy habitat as you are still likely to encounter them. Wood ticks are also starting to appear!

### MMCD Collaboration to Detect Asian Longhorned Tick

Agencies involved in collaborative surveillance include Indian Health Services (northern MN), Minnesota Board of Animal Health, USDA Animal and Plant Health Inspection Service, Minnesota Department of Health, Metropolitan Mosquito Control District, University of Minnesota, and the Wildlife Rehabilitation Center of Minnesota.

As of April 17, no Asian longhorned ticks have been reported as being found in Minnesota.

### 2021 *Ixodes scapularis* (Deer Tick) Surveillance Study

Our 2021 tick surveillance season will begin April 26. Due to COVID-19 prevention strategies and anticipated lower numbers of available field staff in 2021, this field work will be supported by St. Paul office staff as needed during the 2021 season.

Compilations of our 2020 tick surveillance effort are ongoing. We found *I. scapularis* at 64 of our 100 sampling locations and collected a total of 1,121 deer ticks for a yearly average of 1.011 *I. scapularis* per mammal (updated from the preliminary numbers included in the 2020 Technical Advisory Board report). This average is similar to our results tabulated for most years since 2000.

### Public Education

- Distribution and/or re-stocking of brochures, tick cards and posters will begin in spring.
- We continue to inform our Facebook followers of items of interest as they occur, with new items for 2021 including blogs, posted on our website or elsewhere.
- Our Tick Risk Meter is currently set to LOW but will likely change to MEDIUM very soon. Deer ticks are out and will be questing any time temperatures are consistently above 40°F.

### Signage

Signs to remind the public of deer ticks and disease prevention measures that were posted at dog parks and additional locations throughout the metro have mostly been removed for the season. For various reasons some signs remain up year-round.