

METROPOLITAN
MOSQUITO CONTROL DISTRICT

EXECUTIVE COMMITTEE

January 27, 2021

9:15 am

Information Packet

**METROPOLITAN MOSQUITO CONTROL DISTRICT
MEETING ANNOUNCEMENT**

COMMITTEE: **Executive Committee Meeting**
Metropolitan Mosquito Control District
2099 University Avenue West
St. Paul, MN 55104

DATE: **Wednesday, January 27, 2021**
TIME: **9:15 AM**

A G E N D A

1. Approval of Minutes November 19, 2020 Meeting*
2. Legislative Update – RCS Consulting (Peg Larsen, Kim Scott)
3. Budget and Levy Development Schedule
4. Executive Director Performance Review Process
5. Executive Director’s Report
6. Other Issues
7. Adjournment

* Action Requested

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 Tom Wolf	Scott County
Commissioner Lisa Weik	Washington County

Next Commission Meeting: Wednesday, February 24, 2021, 9:15 a.m.
Next Executive Committee Meeting: Wednesday, March 24, 2021, 9:15 a.m.

METROPOLITAN MOSQUITO CONTROL DISTRICT
EXECUTIVE COMMITTEE MEETING

MINUTES
NOVEMBER 19, 2020
9:15 AM

Commissioner Liz Workman called the meeting to order at 9:21 a.m. Due to the ongoing COVID-19 pandemic, this meeting was conducted remotely using GoToMeeting software. Roll call votes were recorded for each item because this meeting was conducted remotely.

Roll Call:

Commissioner Robyn West	Anoka County
Commissioner Liz Workman	Dakota County
Commissioner Jeff Johnson	Hennepin County
Commissioner Mary Jo McGuire	Ramsey County
Commissioner Tom Wolf	Scott County
Commissioner Gary Kriesel	Washington County

Staff:

Stephen Manweiler, Executive Director
Arleen Schacht, Business Administrator

Visitors:

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

Chair Liz Workman 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
September 23, 2020
Executive Committee
Meeting Minutes*

Resolution 1:

Be it now resolved, that the September 23, 2020 Executive Committee Meeting minutes be approved as presented.

Commissioner Tom Wolf seconded the motion.

The Commissioners voted as follows.

Commissioner Robyn West	Yes
Commissioner Liz Workman	Yes
Commissioner Jeff Johnson	Yes
Commissioner Mary Jo McGuire	Yes
Commissioner Tom Wolf	Yes
Commissioner Gary Kriesel	Yes

Peg Larsen reported that the latest news at the state Legislature is that there was another special session on November 12. The Senate did not take a vote on the Governor’s emergency powers. The Senate only dealt with the Senate president position. The Senate elected David Tomassoni as temporary president of the Senate. This is the first ever time that someone in the minority is president of the Senate. The thinking is that Senator Klobuchar will be appointed to President-elect Biden’s cabinet. That would then open the Senate position which most think Governor Walz would fill by appointing Lieutenant Governor Flanagan to the Senate. The succession then is the president of the Senate becomes the lieutenant governor. In which case Senator Tomassoni would become the lieutenant governor. Then Senator Miller would become president of the Senate again.

Legislative Update

In the House, the Governor’s emergency powers were continued. However, Representative Haley introduced a bill (HF19) considered to be a compromise on the Governor’s emergency powers. HF19 would allow the legislature to terminate any rule or order promulgated by the Governor directing a response to a peacetime emergency if continued for more than 30 days. There was a long discussion about whether they should suspend the rules to have her bill heard on the floor. They decided not to suspend the rules; HF19 was not heard on the floor. The other news is the spread of COVID-19 in the Senate. At this point there are five senators and one house member who have tested positive.

Before this meeting Kim Scott sent all Commissioners a summary of election results. Kim noted that Minnesota now is the only state with a divided legislature. Leadership in 2021 will be mostly the same as 2020 (e.g., will Senator Tomassoni be the Environment Chair?). She expects another special session on December 12. The 2021 Legislative session begins on January 5. Expectations are that the Legislature will mostly focus on the predicted 2021 budget deficit.

Stephen Manweiler reported that the District uses contracted helicopter services to make control material applications in mosquito breeding sites throughout the District. Multiyear contracts covering 2012-2014, 2015-2017, and 2018-2020 have helped the District develop multiyear budget plans that meet service delivery needs.

*Helicopter Contract
Renewal*

The District solicited bids in 2012, 2015, and 2018. Solicitations in 2015 and 2018 requested two or more helicopter/tracking equipment variations. Bid specifications were sent to between 9 and 13 vendors requesting a separate bid for each solicitation. Each time only one bid was received from the same vendor, Scott's Helicopter Services. The relatively large number of helicopters required by the District seems to have limited the number of vendors that submitted bids. Scott's Helicopter Services has provided excellent service every year for the District.

Scott's Helicopter Services has proposed to renew the current contract with no changes except for a price increase of 8.20% which equates to a 2.66% annual increase over three years. Prices were last increased three years ago and have been steady since 2018. We have no need to change the number of helicopters or tracking equipment. Our budget can accommodate the proposed new price. Knowing that the price is stable will help us budget for services. Therefore, Stephen proposed renewing the current contract with the only change being the new price.

Commissioner Robyn West offered the following resolution and moved its adoption.

Resolution 2:

Be it now resolved, the Metropolitan Mosquito Control Commission approves renewing the three-year contract with Scott's Helicopter Service for services rendered from April 1, 2021 through October 31, 2023 for an annual cost of \$2,114,260.00 (an 8.20% increase over the 2018-20 contract). This contract will include the same services and same guarantees as the 2018-20 contract.

Commissioner Tom Wolf seconded the motion.

The Commissioners voted as follows.

Commissioner Robyn West	Yes
Commissioner Liz Workman	Yes
Commissioner Jeff Johnson	Yes
Commissioner Mary Jo McGuire	Yes
Commissioner Tom Wolf	Yes
Commissioner Gary Kriesel	Yes

Stephen Manweiler reported that the District desires professional governmental relations representation services to remain aware of legislation that could potentially impact the District's ability to deliver services to citizens. Our current contract for such services expires on

*Award of
Governmental
Relations
Representation Bid*

December 31, 2020. On September 23, 2020, the Executive Committee authorized District staff to solicit bids. Bid specifications were advertised through the League of Minnesota Cities. The deadline for submission to the MMCD front desk at 2099 University Avenue W., Saint Paul, MN, 55104 was 2:00 PM Central, Tuesday, October 27, 2020.

Three potential providers of professional governmental relations representation contacted the District. Two (Flaherty & Hood, P.A., Knaak & Kantrud, P.A.) asked various questions. Only one (RCS Consulting LLC and KKS, P.A) submitted a proposal. That proposal satisfies all required services and reporting requirements. Stephen Manweiler recommended approval of the proposal submitted by RCS Consulting LLC and KKS, P.A.

Commissioner Robyn West offered the following resolution and moved its adoption.

Resolution 3:

Be it now resolved, the Metropolitan Mosquito Control Commission approves the proposal for professional representation services by RCS Consulting LLC and KKS, P.A. for services rendered from January 1, 2021 through December 31, 2022 for an all-inclusive annual cost of \$20,000.

Commissioner Gary Kriesel seconded the motion.

The Commissioners voted as follows.

Commissioner Robyn West	Yes
Commissioner Liz Workman	Yes
Commissioner Jeff Johnson	Yes
Commissioner Mary Jo McGuire	Yes
Commissioner Tom Wolf	Yes
Commissioner Gary Kriesel	Yes

Stephen Manweiler explained that each field facility is managed by a Regional Operations Manager (ROM). One of those ROMs also serves as the District Operations Manager (DOM) who oversees consistency among all six field facilities. Scott Christy, the current DOM, will retire on December 18, 2020. In preparation, we solicited applications for a ROM position and have promoted Casey Herrmann to fill the ROM position at the Jordan facility after a rigorous interview process. An advertisement to apply for the DOM position was posted on November

Executive Director
Report

13 with applications due on November 23. We will be able to select a new DOM for a short overlap period before December 18.

Stephen Manweiler described how, since mid-March, all District employees have been required to obey CDC COVID-19 safety recommendations. We added a mask requirement in May. We also have required all employees to report potential exposures, stay away from work, and be tested to minimize infection risk. To date, over 60 staff have reported possible exposures (mostly seasonal inspectors) and three have tested positive. All three exposures occurred outside of the workplace. Nobody has been infected at work.

In response to the Governor's recent dial back and the end of the season, all employees have been instructed to verify their ability to work remotely. All employees will work remotely as much as possible to minimize the number of staff in our facilities at any time. We have congratulated all employees for working together to successfully keep everyone safe since mid-March and encouraged everyone to continue to maintain their safety procedures.

Chair Liz Workman asked if any other business needed to be discussed. Hearing none, Chair Liz Workman declared the meeting adjourned at 10:13 a.m.

*Other Issues and
Adjournment*

Metropolitan Mosquito Control Commission Meeting

January 27, 2021

Requested by:

Stephen Manweiler
Arleen Schacht

Informational:

Budget and levy development schedule

Background:

During 2015 and 2016 there were questions about when during the season specific decisions about the District's budget and levy must be made. These questions arose during a time when the MMCC was deciding how to balance District resource and funding needs (levy) relative to service demand and reserves (fund balance). See page 7 for a schedule outlining steps to be taken by staff and the Commission to develop the 2022 levy and budget. Months or specific dates are taken from the 2021 Commission meeting schedule.

An initial review of legislative requirements and deadlines (see page 8) revealed that the MMCC must approve a preliminary tax levy for the following year by August 1 of the current year. The July Commission meeting is the closest meeting before this deadline. In 2020, the MMCC approved a preliminary 2021 levy at its July 22 meeting.

Both the 2021 levy and 2021 budget were approved by the MMCC at its meeting on December 16, 2020.

This information is being presented here both for review and to determine if modifications to the schedule can facilitate the levy and budget development process while satisfying statutory requirements.

MMCD Calendar for Budget Year 2022

Commission and Executive Committee provide direction to develop budget	May / June 2021
Commission approves preliminary 2021 levy and budget direction	July 28, 2021
Approved proposed levy deadline for the District	August 1, 2021
Review 2021 budget and levy proposals	August 25, 2021
Proposed levy certification due	September 10, 2021
Executive Committee reviews proposed budget (Subject to change)	September 22, 2021
Commission reviews proposed budget (Subject to change)	October 27, 2021
Executive Committee reviews budget	November 18, 2021
Parcel Specific Property Tax Notice	November 10 – 24, 2021
Commission adopts Final 2021 Levy & Budget (December Commission meeting)	December 15, 2021
Truth in Taxation Hearing (Commission & Staff)	December 15, 2021
Continuation Hearing if necessary (Commission & Staff)	December 15, 2021
Certify Adopted Payable 2021 Levy (Staff)	December 20, 2021

MEMORANDUM

TO: MMCD Board of Commissioners

FROM: Joseph Langel, MMCD Attorney

DATE: August 26, 2016

RE: Tax Levy Schedule

At the Commission meeting on August 24th (2016), there was a discussion about the budget calendar. Specifically, questions were raised about when MMCD's property tax levy must be certified to the Commissioner of the Department of Revenue. The calendar in the Information Packet showed that the initial levy certification deadline is August 1st.

Some Commissioners questioned the validity of that date given that it is earlier than other taxing districts. A quick review of Minnesota Statutes chapter 275 (the property tax levy statute) indicated that (1) MMCD is defined as a special taxing district; and (2) "each special taxing district shall adopt and certify to the county auditor a proposed property tax levy" "on or before September 15." *Minn. Stat. §§ 275.065, subd. 1(b), 275.066 (16)*. It therefore appeared that September 15th is, in fact, the correct deadline.

The quick statutory review during the meeting, however, did not reveal the additional provisions in Minnesota Statutes chapter 473, which relate specifically to MMCD. Section 473.711, subdivision 5, provides that MMCD "must certify its property tax levy to the Commissioner of Revenue by August 1 of the levy year." This specific provision overrides the more general provision in Chapter 275.

The Commissioner of Revenue reviews the tax levy to ensure that the tax is within MMCD's statutory levy limitation. That determination must be completed by September 10th. *Minn. Stat. § 473.711, subd. 5*. The Commissioner notifies the MMCD that the levy is appropriate and provides the amount of levy for each member county. The levy data is transmitted to the respective counties by September 15th. The Commission adopts the final levy and holds the Truth in Taxation hearing in December.

Let me know if anyone has additional questions about this process.

Metropolitan Mosquito Control Commission Meeting

January 27, 2021

Requested by:

Stephen Manweiler

Informational:

Executive Director Performance Review
Process

Background:

April 30, 2021 will mark the end of the seventh year of Stephen Manweiler's tenure as the Executive Director for the District (the end of the first year of a three-year contract).

The process that we have used includes input from all MMCC Commissioners, the Executive Director's direct reports, and a few random fulltime District employees. Input will be solicited using an online system with paper forms available to Commissioners who prefer them. The input will be collected and compiled by Arleen Schacht, Business Administrator. Instructions for using the online input system (paper forms for those who request paper) will be provided to the Commissioners and appropriate staff by February 1, 2021 with a return due date by the February 24, 2021 Commission meeting. 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 Commission has suggested that the Executive Director's initiatives be used as benchmarks for his performance. The Panel will report at the March 24, 2021 Executive Committee meeting.

To: Commission Members
From: Stephen Manweiler
Re: Executive Director Report
Date: January 2021

1. DIRECTOR'S INITIATIVES

We posted an advertisement for seasonal technician positions on January 25, 2021 with employment beginning between April 12 and 19, 2021. While we still are implementing full COVID-19 safety procedures, we will not need to delay seasonal employee start dates because all training and other procedures developed last year worked very well. This should help us begin delivering services in late April 2021 (compared to mid-May 2020).

On January 8, 2021, Field Operations Supervisor Eva Knudsen, a thirty-one-year employee of the District, announced that she will retire on April 9, 2021. We will begin the process of recruiting and hiring two new Field Operations Supervisors, one to fill Eva's position and another to fill Casey Herrmann's position (Casey was promoted to fill the Regional Operations Manager position vacated by Jon Peterson who became the District Operations Manager).

2. MOSQUITO CONTROL SERVICES

Staff from the six field offices are working on updating their maps with changes to mosquito larval breeding sites. They are utilizing the new 2020 Met Council/MnGeo aerial photos to produce accurate and up to date maps. Along with updating the physical maps and comments about the breeding sites (where to access, safety information etc.), they are analyzing inspection and treatment data to prioritize mosquito larval breeding sites to ensure that the sites that most consistently produce mosquitoes are being inspected and treated. This occurs on a yearly basis to ensure we are continuing to be efficient and effective in our treatments. Along with this important task, staff are continuing to attend District Team meetings to prepare for the 2021 control season. Some staff are continuing their training with the drone and others are studying to get their surveillance drone operator certification. All staff are finishing up required annual training, including training on District procedures, safety, and OSHA requirements. As we are nearing the posting of the seasonal job positions, staff are gearing up their recruiting efforts including placing printed postings in newspapers, online, and attending virtual job fairs. Lastly, some maintenance is being performed on District equipment to ensure it is ready for the start of the 2021 control season.

3. MOSQUITO-BORNE DISEASE

We are currently reviewing and analyzing data collected in 2020 and we are preparing to combat mosquito-borne illnesses in 2021. We are making plans to reduce the risk of West Nile virus, La Crosse encephalitis, western equine encephalitis, eastern equine encephalitis, and Jamestown Canyon virus by controlling vector populations.

West Nile virus (WNV) activity was very low in Minnesota in 2020. There were no WNV illnesses documented in Minnesota residents. Surveillance by MMCD detected WNV in only six of 546 mosquito samples tested. Two of the WNV positive samples were collected in Anoka County, two in Hennepin County, and one each from Ramsey and Washington counties.

There were no La Crosse encephalitis cases within MMCD or elsewhere in Minnesota in 2020. Field staff at MMCD recycled 11,824 tires and eliminated 3,509 other small mosquito habitats in 2020 as the primary method for reducing La Crosse encephalitis risk.

There were no Jamestown Canyon virus (JCV) illnesses confirmed in Minnesota in 2020. Nationally, there were six JCV illnesses reported. Wisconsin reported one case. In 2020 we submitted 88 mosquito samples to a lab in the Midwest Center of Excellence for Vector-borne Disease at the University of Wisconsin-Madison. One sample collected in Anoka County was positive for JCV. *Aedes provocans*, the species that was positive for the virus, is one that has long been targeted for spring *Aedes* larval control by the District.

Eastern equine encephalitis (EEE) caused illness in two Minnesota horses in 2020, one in Aitkin County and one in Benton county. This was the second consecutive year with equine EEE cases in Minnesota. Eleven other states reported EEE illnesses in domestic animals. Four states reported a total of nine EEE illnesses in humans, with three of them resulting in fatalities. The nearest human cases were reported from Chippewa and Eau Claire counties in Wisconsin. There were no EEE positive mosquito samples among the 19 tested by MMCD.

4. TECHNICAL SERVICES LAB

In December and January, we processed samples from 2015 that were collected to evaluate any non-target effects of Natular, one of our control materials. This data will add power to the analyses previously done. We anticipate publishing a paper on this research in 2021. In January we began analyzing our surveillance data which will be summarized in the Annual Report to the Technical Advisory Board (TAB) and the Operations Management Team Overview. We currently are writing and editing chapters for the annual TAB report. In January we will also be identifying the invertebrates collected in the 2019 nontarget sampling for our Black Fly Control Program. We aim to finish that project by February. Interviewing and hiring will be ramping up in February as well. Before we know it, spring will be here!

5. PUBLIC AFFAIRS

Summer Events

We have begun receiving invites to summer events with a number of places anticipating that COVID limitations will be lifted by July. We are preparing for the events by getting registered, doing inventory on our events materials, and coming up with procedures to ensure our staff will be safe.

Employment Page

We have updated the homepage on MMCD.org and our Employment page to prepare for the upcoming seasonal job application posting. View it here: <https://mmcd.org/employment/>

Social Media

Our social media presence continued to grow this month as we seek to educate and inform citizens on Facebook, Twitter, and our new Instagram page:

- Facebook – 1,539 Page Likes (Down 6 from December 7)
 - Facebook.com/metromosquitocd
- Twitter – 758 Followers (Down 4 from December 7)
 - Twitter.com/metromosquito
- Instagram – 219 Followers (Up 8 from December 7)
 - Instagram.com/metromosquito

6. TICK-BORNE DISEASE

New Exotic Tick Found in the US in 2020

The Minnesota Department of Health reported to us that the red sheep tick, *Haemaphysalis punctata*, has been found in Rhode Island. This tick species is closely related to the Asian longhorned tick and is known to transmit several diseases to livestock.

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.

No Asian longhorned ticks or red sheep ticks have been detected in Minnesota in 2020.

Tick Vector Field Projects

The 2020 tick surveillance season began April 27. Our third and final round of surveillance was completed on October 29. The first round of surveillance was completed on June 18 and the second round on August 27. A report for MMCD's Technical Advisory Board (TAB) is being prepared for presentation at our next TAB meeting on February 11, 2021.

Public Education/Outreach

- We continue to alert our Facebook followers to tick activity and other items of interest and are periodically reminding people that we would like any unusual ticks mailed to us.
- We have turned our Tick Risk Meter **OFF** for the winter because it seems likely that temperatures will remain consistently below 40 °F, the minimum temperature in which deer ticks are active.
- Signs to remind the public of deer ticks and disease prevention measures are being posted at dog parks and additional locations throughout the metro.