

METROPOLITAN  
MOSQUITO CONTROL DISTRICT

EXECUTIVE COMMITTEE

June 23, 2021

9:15 AM

*Information Packet*

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METROPOLITAN MOSQUITO CONTROL DISTRICT  
MEETING ANNOUNCEMENT

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

DATE: **Wednesday, June 23, 2021**  
TIME: **9:15 AM**

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A G E N D A

1. Approval of Minutes May 26, 2021 Meeting\*
2. Intergovernmental Issues – Kim Scott, Peg Larsen
3. Auditor’s Report on MMCD Financial Statements Ending December 31, 2020 (Redpath and Company)
4. Post Health Pandemic Emergency Remote Meeting Requirements
5. Longer-Term Budget/Funding Plan
6. Executive Director’s Report
7. Other Issues
8. 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 Michael Beard	Scott County
Commissioner Lis Weik	Washington County

**Next Commission Meeting: Wednesday, July 28, 2021, 9:15 a.m.**  
**Following Commission Meeting: Wednesday, August 25, 2021, 9:15 a.m.**  
**Next Executive Committee Meeting: Wednesday, September 22, 2021, 9:15 a.m.**

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METROPOLITAN MOSQUITO CONTROL DISTRICT  
EXECUTIVE COMMITTEE MEETING

MINUTES  
MAY 26, 2021  
9:15 A.M.

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. 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 Angela Conley	Hennepin County
Commissioner Mary Jo McGuire	Ramsey County
Commissioner Michael Beard	Scott County
Commissioner Lisa Weik	Washington County

Commission Beard joined the meeting after the roll call.

**Staff:**

Stephen Manweiler, Executive Director  
Arleen Schacht, Business Administrator

**Visitors:**

Peg Larsen, RCS Consulting  
Jennifer Early, MMCD Legal Counsel

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

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

*Approval of March  
24, 2021 Committee  
Meeting Minutes*

**Resolution 1:**

**Resolved**, that the March 24, 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 Liz Workman	Yes
Commissioner Angela Conley	Yes
Commissioner Mary Jo McGuire	Yes
Commissioner Michael Beard	
Commissioner Lisa Weik	Yes

Commission Beard joined the meeting after the vote.

The resolution was adopted unanimously.

Peg Larsen reported once again the legislature adjourned without finishing their work. They did however come to an agreement on a total target of \$52 billion. They are leaving it up to each of the chairs to decide how they would spend their portion of that target. The committee spreadsheets have to be in to leadership by Friday May 28, 2021 at 5:00 pm and the final bills must be done by Friday June 4. Working groups are determining what would be in each omnibus bill. So far all of the work has been done behind closed doors. The health and human service committee is the exception. The working group did hold a meeting on Monday to discuss the federal dollars. After watching the committee, it is clear that nobody really knows what the guidelines are for these funds. The legislature must provide projected spending to the federal government by June 13, 2021 and have until March 2024 to spend the federal dollars.

*Legislative Update*

However, if the federal money is used, they must continue to fund those expenditures. This money must be used to supplement not supplant current programs. The governor has \$500 million to spend on items that he decides warrant it and the rest of the federal dollars will be determined by the legislature. The total of all the federal dollars is 2.6 billion.

The legislature should come back into session anywhere from June 7 to June 14. On June 14 they need to meet to continue the governor's emergency powers and at some point, but before June 30 they need to pass a balanced budget. The items related to police reform are holding up negotiations, not sure how they will compromise on those items.

Chair Hanson has been meeting with the PCA and other groups to help him decide what items are priorities. At this point we do not know if the pesticide language is going to be part of the final negotiations.

The St. Paul main office was built in 1992, the roof and HVAC condensers are the originals. Over the last several years, the HVAC condensers and roof have needed numerous repairs. The roof has an upper/sloped section and two flat sections; it has been determined that the flat roof sections are in more need of replacement.

*Authorization to  
Advertise for Bids for  
Condenser and Roof  
Replacements*

The repairs that have been made to the HVAC condensers and roof were temporary fixes which are exhausted, and the replacements should be addressed in 2021. R. Richard Gauger, Engineer, will be involved in the discussions related to the need for these replacements. We have contacted him to further review the situation and provide his expertise on the roof and condensers.

The estimated cost for the replacement of the HVAC condenser cost between \$100,000 and \$150,000. The cost for replacement two sections of the roof, is estimated at \$250,000.

The bid deadline date has yet to be determined, due to current industry demand.

Commissioner Liz Workman offered the following resolution and moved its adoption.

**Resolution 2:**

**Resolved**, that the District staff be authorized to advertise for bids for replacement of the roof (partial) and HVAC condensers at the St. Paul main office.

Commissioner Angela Conley seconded the motion.

The Commissioners voted as follows.

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

Stephen Manweiler reviewed Governor Walz’s announcement on May 6 and the CDC announcement on May 13. He reported that the District was maintaining safety measures primarily because determining how many employees (especially seasonal) are vaccinated is difficult.

*Pandemic Transition  
Safety Plan*

Stephen responded that overall, District counties seem to be phasing out mask and remote meeting requirements and more slowly phasing out social distancing. Commissioners thought that was accurate in a general sense.

Stephen reported that by July 1 boardrooms used for full Commission (205) and Executive Committee (227) meetings will have remote participation capabilities making them available for hybrid meetings. Commissioners determined the June 23 Executive Committee meeting will be held remotely and will consider a hybrid meeting for the July 28 full Commission meeting. Thereafter all Commissioners requested hybrid meetings with Commissioner McGuire requesting remote Executive Committee meetings to decrease the commute time required to participate.

Stephen will review legal requirements (Open Meeting Law) for a remote participation option (after the pandemic is declared ended) with MMCD legal counsel and report at the June 23 Executive Committee meeting.

Stephen Manweiler reviewed the three goals of the long-term plan and that we currently are working to fulfill the second goal which is to restore all services cut in 2017. We paused the plan last year in response to the COVID-19 pandemic which delayed by one year (2026 instead of 2025) when we can achieve the second goal (completely restore services cut in 2017). We also implemented additional savings measures in 2020 in response to a potential 15% levy deficit because of the pandemic. The levy deficit largely did not occur and current economic forecasts are much better than those available a year ago. In 2021, the District will be able to restore about one third (\$324,302) of services cut in 2017.

*Longer-Term  
Budget/Funding Plan*

Stephen reported that the District will need a 1% budget increase in 2022 because of rising cost of living (inflation). We took no budget increase in 2021. Arleen reviewed forecasted increases for the next few years and determined that the District could survive with 1% budget increases every other year (1% budget increases in 2022 and 2024). Modifying the budget increases included in the long-term plan will help mitigate the delay to achieve the second goal (complete service restoration) caused by our response to the COVID-19 pandemic.

Stephen reviewed three 2022 levy scenarios (all include 2% levy increases in 2023 and 2024). A 2% levy increase in 2022 will enable the District to restore more services in 2022 than 2021 with very small levy increases required in 2025 and 2026. A 1% levy increase in 2022 will enable the District to restore about the same level of services in 2022 as in 2021 and require larger levy increases in 2025 and 2026. A 0% levy increase in 2022 will reduce the amount of services the District can restore in 2022 compared to 2021, delay by one year the year when all services can be restored and require the largest levy increases in 2025 and 2026.

Stephen recommended resuming the long-term plan with a 2% levy increase in 2022 and asked Commissioners which scenario or scenarios he should present in more detail at June 23 Executive Committee meeting.

Commissioners asked Stephen for more details about the scenario that includes a 2% levy increase in 2022. They wanted more details about how restorations of services cut in 2017 apply to P1 and P2 areas that desire services.

Stephen reported that District staff proposed new creative ways to reach more qualified candidates for seasonal positions. These methods proved successful in attracting enough candidates for the District to meet its hiring needs, especially in April which has been difficult in the past. We reached a more diverse pool of qualified candidates.

*Executive Director  
Report*

Mosquito control operations started about two weeks earlier in 2021 than in 2020. Helicopters treated spring mosquitoes in late April. Recent rains induced another mosquito hatch. Staff gave up their Saturday and Sunday to finish treating larvae that were developing rapidly because of the recent warm weather. Many District residents will enjoy a more pleasant Memorial Day weekend because of staff working hard last weekend. More treatments are planned through next week to control the cattail mosquito that emerges in early July.

Last February Stephen reported that a formerly rare but recently problematic black fly (*Simulium tuberosum*) had been added to our treatment permit this year. We completed treatments for *S. tuberosum* this spring on Battle, Minnehaha, Nine Mile (in Edina), Vermillion and Plymouth creeks. Some of these past problem areas have received a handful of complaints in 2021 but the Plymouth Creek area has not received any complaints to-date. We are continuing to sample these streams through June to track populations.

Most 2021 customer complaints for black fly annoyance have occurred in Savage and Bloomington around Credit River and portions of Nine Mile Creek. Follow up sweep collections resulted in mainly *S. tuberosum* present. We hope to add more places to treat to our permit in 2022.

On May 17 Stephen saw a post on Nextdoor Neighborhood by a Midland Hills resident who found a lone star tick that she believes she picked up on May 16 while working in her yard. She posted a photo of the tick. Stephen mentioned this posting as a great example of residents helping to detect unusual and possibly significant organisms including ticks.

Chair Angela Conley asked if there was anything else to come before this meeting. Nobody mentioned any additional items. Chair Angela Conley declared the meeting adjourned at 10:25 a.m.

*Other Issues and  
Adjournment*

Commissioner Liz Workman moved to adjourn the meeting.

Commissioner Tom Workman seconded the motion.

The Commissioners voted as follows.

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



## METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

JUNE 23, 2021

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**Requested by:**

Stephen Manweiler  
Arleen Schacht

**Informational:**

Auditor's Report on MMCD Financial  
Statements Ending December 31, 2020

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**Background:**

In accordance with Minnesota Statute 473.703 subd. 10, we hereby submit the Annual Financial Report of the Metropolitan Mosquito Control District for the year ended December 31, 2020. This report includes the financial statements for the District and the disclosures necessary to accurately present the financial condition and results of operations for the year then ended. The report has been prepared in accordance with generally accepted accounting principles (GAAP) for government units.

This report consists of management's representations concerning the finances of the Metropolitan Mosquito Control District (MMCD). Consequently, management assumes full responsibility for the completeness and reliability of all the information presented in this report. To provide a reasonable basis for making these representations, management of the MMCD has established a comprehensive internal control framework that is designed both to protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the MMCD's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the MMCD's internal controls have been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatements. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The MMCD's financial statements have been audited by Redpath and Company. The goal of the independent audit was to provide reasonable assurance that the financial statements of the MMCD for the year ended December 31, 2020, are free of material misstatement. Redpath and Company has issued an unmodified opinion on the MMCD's financial statements for the year ended December 31, 2020. The Independent Auditor's Report from Redpath and Company is the first component of the financial section of this report.

A representative of Redpath and Company will provide a detailed report of their audit results at the meeting of the Metropolitan Mosquito Control Commission on July 28, 2021.



## **COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE**

To the Chair and  
Members of the Commission  
Metropolitan Mosquito Control District  
St. Paul, Minnesota

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Metropolitan Mosquito Control District (the District) for the year ended December 31, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 14, 2021. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Matters

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2020. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates affecting the District's financial statements are management's estimates were the Minnesota unemployment liability/expense and related Federal unemployment reimbursement revenue/receivable, net pension liability, net OPEB asset, pension and OPEB related deferred outflows and inflows of resources, and pension and OPEB expense.

Management's estimates relating to the net pension liability, net OPEB asset, pension and OPEB related deferred outflows and inflows of resources, and pension and OPEB expense are based on actuarial studies. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Metropolitan Mosquito Control District  
Communication With Those Charged With Governance  
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Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. Determining sensitivity is subjective, however we believe the disclosures most likely to be considered sensitive are Note 9 – Defined Benefit Pension Plans and Note 10 – Other Postemployment Benefits.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no uncorrected misstatements that have an effect on our opinion of the financial statements. There misstatements identified and corrected during the audit.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated May 21, 2021.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

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Communication With Those Charged With Governance  
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Other Matters

We applied certain limited procedures to Management's Discussions and Analysis, the Schedule of Proportionate Share of Net Pension Liability, the Schedule of Pension Contributions, the Schedule of Changes in the District's Net OPEB Liability and Related Ratios, and the Schedule of Investment Returns (OPEB), which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on the Introductory Section, which accompanies the financial statements but is not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of the Commission and management of the Metropolitan Mosquito Control District and is not intended to be, and should not be, used by anyone other than these specified parties.



Redpath And Company, LTD  
St. Paul, Minnesota

May 21, 2021

## METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

JUNE 23, 2021

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**Requested by:**

Stephen Manweiler  
Arleen Schacht

**Informational:**

Post health pandemic emergency remote meeting requirements

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**Background:**

On May 26, 2021, Executive Committee members reported how their counties were exiting the pandemic restrictions. Overall, District counties are phasing out mask and remote meeting requirements and more slowly phasing out social distancing. Most differences involved when restrictions were being phased out. June was a transition month for several counties.

By July 1, 2021, boardrooms used for full Commission (205) and Executive Committee (227) meetings will have remote participation capabilities meaning we could start hybrid meetings. On May 26, Executive Committee members responded that they wanted to conduct the June 23 Executive Committee meeting remotely and consider a hybrid meeting for the July 28 full Commission meeting. Thereafter all Commissioners requested hybrid meetings to decrease the commute time required to participate.

MMCD legal counsel Joe Langel advised that the statute under which these remote meetings are authorized, Minn. Stat. § 13D.021, requires the existence “of a health pandemic or an emergency declared under Chapter 12.”

Governor Walz’s Executive Orders declaring a peace time emergency are issued under Chapter 12. If he lifts that emergency, as he is likely to do soon, then that basis for such meetings disappears and we are left with the broader, more vague “health pandemic.” It is not clear what the end date could be for that, but a few points should be considered:

- The WHO’s determination of the status of the global pandemic is not terribly relevant to the existing situation here in Minnesota and I would not base any decision on it.
- Likewise, the CDC’s declaration may also not be locally relevant. Government entities need to make Open Meeting Law (OML) decisions based on local conditions. The CDC’s threshold for declaring the pandemic over may be based on factors that are not necessarily relevant to MMCD.
- Section 13D.021 requires a finding that normal meetings are “not practical or prudent because of the health pandemic.” Governor Walz has already lifted the mask mandate (as has St. Paul) and will be lifting the emergency soon. Those actions are based on increasing vaccination rates and declining COVID-19 cases. Regardless of what the CDC says, those statistics and official actions (and the fact that anyone at a meeting is

still free to wear a mask) make it more difficult to argue that having a regular meeting is not practical or prudent.

- The OML is, of course, a “sunshine” law intended to protect the public’s right to access public officials during the decision-making process, and the OML clearly favors in-person meetings, so that weighs in favor of returning to normal meetings as soon as reasonably possible.
- If County Boards are returning, or have returned, to regular in-person meetings, it will be difficult to argue that those same Commissioners cannot meet in person at MMCD.

In short, once Governor Walz lifts the emergency, it will be difficult to argue that continued meetings under 13D.021 are appropriate. Such meetings could be continued on the theory that the pandemic is not over, but I think the rationale for doing so weakens by the day as the pandemic recedes.

Commissioners can continue to have a remote option available to them after meetings are no longer held remotely under Minn. Stat. § 13D.021. Once that rationale is gone (because a normal meeting, or a meeting under 13D.02, can be held), then the only way to attend remotely is under 13D.02. Such remote attendance requires that the remote location be open to the public, that the meeting notice provide notice of that location, that the public be able to monitor the meeting remotely, and that all votes be by roll call.

## METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

JUNE 23, 2021

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**Requested by:**

Stephen Manweiler  
Arleen Schacht

**Informational:**

Longer Term Budget/Funding Plan

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**Background:**

In 2015, a plan was developed to support District finances in the long-term. The long-term plan aimed to achieve three goals through incremental annual levy increases and smaller budget increases beginning in 2016. In 2017 we cut \$1.2 million in services as part of this plan.

- The multi-year plan implemented in 2016 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
- 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
- The feared levy deficits largely did not happen in 2020 meaning that in 2021 we were able to restore about \$324,302 worth of services cut in 2017
- We recommend resuming the long-term plan in 2022 to restore all services cut in 2017 as soon as possible while maintaining District reserves
  - We need a 1% budget increase in 2022 to accommodate increased expenses due to inflation (Table 2)
  - We recommend completely resuming the long-term plan with a 2% levy increase in 2022 (Table 2)
  - We forecast requiring budget increases (1%) only every other year through 2026 and therefore have included 1% budget increases only in 2022, 2024 and 2026. This will help mitigate the delay in when the levy and budget are equal caused by COVID-19

We considered three 2022 levy scenarios (all include 2% levy increases in 2023 and 2024) (Table 1).

- A 2% levy increase in 2022 will enable the District to restore more services in 2022 than 2021 with very small levy increases required in 2025 and 2026.
- A 1% levy increase in 2022 will enable to District to retore about the same level of services in 2022 as in 2021 and require larger levy increases in 2025 and 2026.
- A 0% levy increase in 2022 will reduce the amount of services the District can restore in 2022 compared to 2021, delay by one year the year when all services can be restored and require the largest levy increases in 2025 and 2026.

Table 1. Impacts to long-term plan of three 2022 levy scenarios (all scenarios include 2% levy increases in 2023 and 2024).

2022 levy increase	Amount the budget is greater than the levy		Services restored in 2022*	Year that the levy equals the budget	Required levy increases	
	2019	2022			2025	2026
2%	\$1,058,603	\$697,802	\$502,198	2025	0.75%	0.50%
1%	\$1,058,603	\$884,455	\$315,545	2025	2.00%	0.75%
0%	\$1,058,603	\$1,071,109	\$128,891	2026	2.00%	2.00%

\*\$1.2 million minus the amount the budget is greater than the levy

Completely achieving the second goal (restoring all services cut in 2017) will look similar to the map (Figure 1, upper left) that depicts aerial larval control treatments in 2016, the final year before services were cut to save money. Most treatments are in P1 where most of the people live. Treatments in P2 are mostly adjacent to P1. We design operations to provide the most control for the greatest number of District residents.

Service cuts in 2017 greatly reduced treatments in P2 (Figure 1, upper right). Treatments in P1 were largely maintained. Most aerial larval control treatments in 2018 through 2020 were done in P1.

As of June 3, 2021 we have been able to restore some of the treatments cut in 2017 (Figure 1, lower center). A 2% levy increase in 2022 will enable the District to restore additional services.



Figure 1. Three maps depicting aerial larval control: 2016 (final year before service reductions), 2017 (first year of service reductions), 2021 (through June 3, partial service restoration). **Blue** (P1) and **Red** (P2) treatments. Gray area depicts P1.

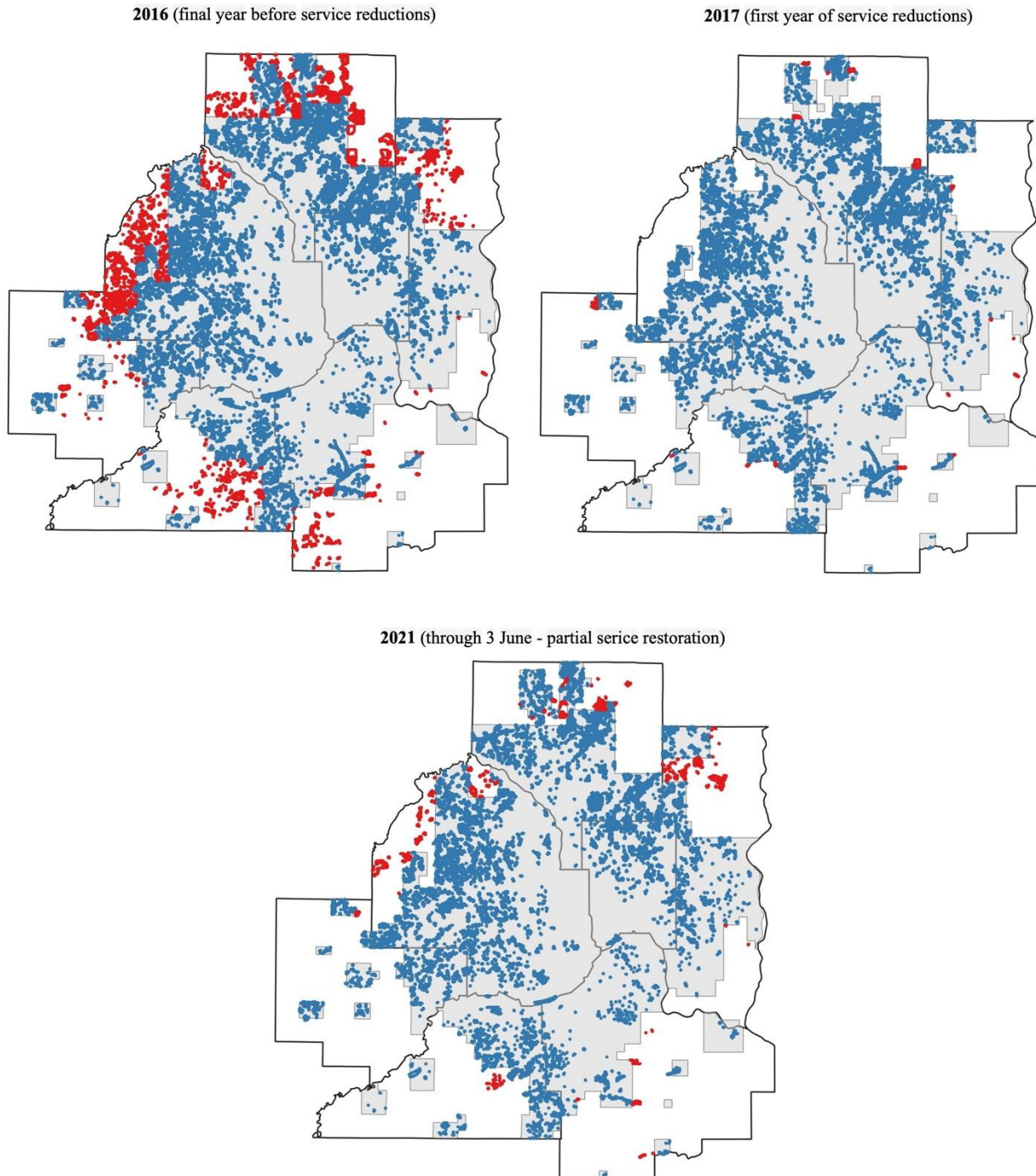


Table 2. Actual expenditures 2018-2020, budgeted 2021 expenditures and proposed 2022 levy (2% increase) and budget (1% increase). Amount of fund balance used assumes 2021 and 2022 expenditures equal budget.

		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						
	<b>COMMISSION</b>					
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						
	<b>CONTROL/MONITORING</b>					
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	<b>TOTAL ANNUAL BUDGET</b>	\$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

## **MMCD Calendar for Budget Year 2022**

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Commission and Executive Committee provide direction to develop budget	May / June 2021
Commission approves preliminary 2022 levy and budget direction	July 28, 2021
Approved proposed levy deadline for the District	August 1, 2021
Review 2022 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 2022 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 2022 Levy (Staff)	December 20, 2021

## MEMORANDUM

TO: MMCD Board of Commissioners

FROM: Joseph Langel, MMCD Attorney

DATE: August 26, 2016

RE: Tax Levy Schedule

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At the Commission meeting on August 24<sup>th</sup> (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 1<sup>st</sup>.

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 15<sup>th</sup> 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 10<sup>th</sup>. *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 15<sup>th</sup>. 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.

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

## **1. DIRECTOR'S INITIATIVES**

To ensure all MMCD staff clearly understand required safety measures, we plan to maintain all current COVID-19 safety requirements at least until July 1 because the CDC still recommends these requirements of all people who are not fully vaccinated. We do not want a two-tiered system of safety requirements for fully vaccinated employees compared to all others.

Governor Walz has indicated that he likely will declare the pandemic health safety emergency to be over on July 1 or whenever 70% of Minnesotans are vaccinated, whichever date is sooner. Counties are at various stages in relaxing COVID-19 safety restrictions. We will determine and announce to MMCD employees how we plan to respond before July 1. We hope to make safety restrictions optional after July 1, 2021 but intend to adhere to all recommendations of the Minnesota Department of Health and CDC.

## **2. MOSQUITO CONTROL SERVICES**

The second week of June has been extremely hot. It is interesting, just over a month ago, we were still dealing with snowflakes. Current conditions in the field are extremely dry. The next ten-day period is forecasted to be dry and hot as well. Field staff are busy with many tasks to limit vector and annoyance mosquitoes throughout the Metro area.

Most facilities have filled their seasonal positions. There are still a few employees starting throughout the month of June. Seasonal staff have been or are being trained in the different duties they will be performing. New seasonal staff either have or will be taking the Department of Agriculture exam to become licensed applicators.

We are fully operational in all areas. The first round of both ground and aerial pre-hatch for floodwater mosquitoes is in place and subsequent treatments will give us larval control in the most productive sites until the middle of August. Between May 25 and June 3, we completed treating 30,000 acres for cattail mosquitoes including treating all planned P1 acres and some P2 acres near a campground, a regional park, and an area bordering P1 that is populated and has had historically high customer calls. The second half of June through the first part of July is when we start to see the peak for cattail adult mosquitoes. We have completed more than 47,000 inspections of mosquito breeding sites and have treated more than 100,000 acres which is about 3,000 acres less than what was treated last year during the same time period.

Overall, adult mosquito abundance is low except for very few isolated areas mostly in rural townships of the District. So far this year we have received 265 customer calls related to mosquito annoyance which is about 200 less than the same period last year.

Included in our field operations is the continuing search for and treatment of habitat that produces disease vector mosquitoes that could potentially spread West Nile virus and La Crosse encephalitis. With the elevated temperatures early in June and the drier conditions, staff are completing tasks such as catch basin and structure treatments, woodlot inspections, and tire removals to reduce the vector mosquitoes.

We have completed 58 treatments in small streams (mainly in April) and 39 treatments in larger rivers (Minnesota, Mississippi, Rum, and Crow) to control black flies. We are continuing to collect data for areas where we have had elevated numbers of *S. tuberosum*. We will use this data to work with the MN DNR to add treatment areas for 2022.

Our evaluation of how to best utilize drones for MMCD is continuing. We have completed 26 treatments using a drone, totaling 35 acres. Staff are evaluating treatments, needed staff, and overall coordination of the drone for the 2021 season. Staff will continue to collect this data throughout the field season.

Safety continues to be at the forefront of staff's training and their activities in the field. I'm happy to report we have been able to complete all this work with only six minor injuries so far. We will continue to work efficiently, effectively, and safely throughout this season.

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

West Nile virus (WNV) activity was very low last year which almost certainly resulted in low numbers of chronically infected mosquitoes overwintering. The few that did carry the virus through the winter would have emerged in May and their feeding upon birds then initiated this season's WNV cycle. We have tested 55 mosquito samples for WNV this year with no positive results; however, weather conditions have been favorable for rapid amplification of WNV. Hot, dry conditions are ideal for the mosquito species that drive the WNV cycle and high temperatures allow for rapid replication of the virus in newly infected mosquitoes.

Already this year we have observed high collections of one WNV vector, *Culex restuans*, in our adult mosquito traps and the hot weather we have experienced tends to result in increased numbers of another vector, *Culex pipiens*. We have also observed an emergence of the species that is the primary vector of WNV to humans and horses, *Culex tarsalis*. The expected slow start to the WNV season has likely given way to a rapidly increasing amount of virus in mosquito and bird populations. Barring a stretch of below average temperatures, we expect WNV to reach a detectable level in the mosquitoes we sample much earlier this year than was the case in 2020.

West Nile vector control is underway and ongoing. We have already applied larvicides to over 66,000 catch basins. We are controlling mosquito larvae in many other stormwater structures, as well, including 1,055 underground structures treated with the assistance of local municipalities.

La Crosse encephalitis (LAC) risk is ever-present in the summer and tends to rise through early September. The LAC vectors (*Aedes triseriatus* & *Aedes japonicus*) are container

inhabiting floodwater species. Since their eggs require rainfall to hatch, dry weather works in our favor by helping to suppress their populations. The most effective method for our staff to reduce LAC risk is larval habitat reduction. MMCD crews have collected 4,416 tires to be recycled and eliminated 158 additional small aquatic habitats this year.

We are continuing our work with the Midwest Center of Excellence for Vector-borne Disease to improve our knowledge of Jamestown Canyon virus (JCV) in the region. We have already processed a few dozen mosquito samples for later analysis at the University of Wisconsin. We are also in the process of evaluating data collected this spring to help us better understand some of the spring *Aedes* species that are likely vectors of JCV.

Eastern equine encephalitis virus (EEE) has caused illnesses in Minnesota horses each of the past two years. We monitor several locations for the primary EEE vector, *Culiseta melanura*. As of the week of June 6, we have not collected any specimens this year. The first generation of the year typically emerges in early June. Illnesses caused by EEE are among the most severe mosquito-borne diseases, resulting in fatalities in over 30 percent of people and in over 90 percent of horses.

#### 4. TECHNICAL SERVICES LAB

Rainfall from mid-May to mid-June has been below normal overall, as was the case for the previous month. We experienced two large broods of mosquitoes from May 20-24. There was another small brood in southern parts of the District Memorial Day weekend. To date we have processed over 4,300 larval samples; over 1,500 adult samples have been submitted as well. The lab is fully staffed as of June 11. However, we only hired five technicians again this year due to space limitations for social distancing.

The first night of our adult surveillance network sampling was May 17. There are 138 CO<sub>2</sub> trap locations and 115 sweepers who stand in their yard at about ½ hour after sunset and collect mosquitoes attracted to a human host. Results of that surveillance show adult mosquito populations have been slow to rise. Figure 1 shows the weekly averages of human biting mosquitoes in CO<sub>2</sub> traps collected thus far. Mosquito levels were well below the 10-year average from May to early June. We have already collected *Coquillettidia perturbans*, a species that develops in cattail marshes. Its peak populations occur around the Fourth of July. Most notable, however, are the high numbers of *Culex* mosquitoes, especially *Culex tarsalis* which are vectors of West Nile virus. Lab staff submit these species for virus testing.

With this hot/dry weather, pest species will be declining in the coming weeks. Little precipitation is predicted in the near future, which is needed to induce a hatch of those species. Now field staff are focused on sampling adults of vector species and we are diligently working to keep up with all the samples.

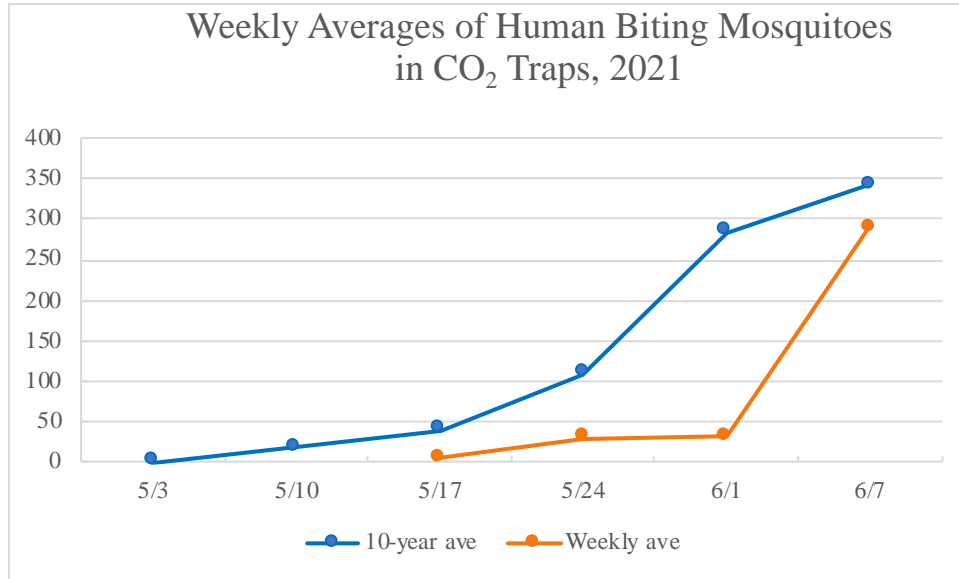


Figure 1. Average number of human biting mosquitoes per week in CO<sub>2</sub>-baited traps in 2021. Traps (N=138) are placed in various locations in the seven-county metropolitan area.

## 5. PUBLIC AFFAIRS

### MMCD in the Media

WCCO-TV: “U Of M Forecasts ‘Bad Year For Ticks’” - featuring MMCD Tick Specialist Janet Jarnefeld:

<https://minnesota.cbslocal.com/2021/05/28/bad-year-ticks-population-university-minnesota-study/>

Minnesota Bound (KARE 11): “The Mosquito Whisperer” - featuring Aubrey Soukup from MMCD’s Plymouth facility:

<http://mnbound.com/episodes/2021/6/6/great-river-adventures-minnesota-bound>

Shoreview Press: “Surveillance is Key to Mosquito Control” :

[https://www.presspubs.com/shoreview/news/mmcd-surveillance-key-to-mosquito-control/article\\_a7f67c38-c8ba-11eb-83ec-1bae2776f6d2.html](https://www.presspubs.com/shoreview/news/mmcd-surveillance-key-to-mosquito-control/article_a7f67c38-c8ba-11eb-83ec-1bae2776f6d2.html)

KSTP-TV: “Hot, dry weather helping Minnesota mosquito season” - featuring Kathy Beadle and Lauren Smith from MMCD’s East facility:

<https://kstp.com/news/hot-dry-weather-helping-minnesota-mosquito-season/6137235/>



### City Notices

Press releases went out to communication directors or city administrators to over 150 cities and townships in the District in May. Many of them posted notices on social media, on their website, and in city newsletters. Here are a few examples:

- Golden Valley: <https://www.goldenvalleymn.gov/newsarchive/index.php/2021/05/26/mosquito-treating-season-is-here/>
- May Township: <https://www.townofmay.org/index.asp?SEC=E7A07048-A855-40D4-8E04-FD32C90D1993&DE=CD3BF59A-2ED5-414F-9E7F-640E0031F39F>
- Vadnais Heights: <https://www.cityvadnaisheights.com/CivicAlerts.aspx?AID=244>
- Rosemount: <https://www.facebook.com/cityofrosemount/posts/3934786443223978>

The City of Bloomington is producing a video feature about MMCD that will be posted online in June.

The Metropolitan Airports Commission also posted a notice about MMCD air work: <https://macnoise.com/news/mmcd-helicopter-activity-around-metro-today>

### Website/Blog Updates

There has been a lot going on at the MMCD website this month. We have begun a weekly “Insect Update” that compiles the latest surveillance data from the MMCD lab along with updates from our tick specialist and vector ecologist. Here is the most recent:

<https://mmcd.org/2021/06/10/insect-update-week-of-june-1st-culex-out-in-abundance-cattail-mosquitoes-make-early-appearance/>

We are also running a contest to help us name our Mosquito Mascot. We plan to announce the winning name on July 1. So far, the submissions have been excellent!

<https://mmcd.org/2021/06/08/help-mmcd-name-our-mosquito-mascot/>

### School Presentations

MMCD did a virtual school presentation for the Distance Learning Academy at Prior Lake-Savage schools on June 8.

### Community Events

With the lifting of social distancing and mask mandates, many summer events are planning to return this year! MMCD is currently planning to attend several county fairs, parades, and local events. Find out where we’ll be each week by viewing our events calendar:

<https://mmcd.org/mmcd-events/>

### Social Media

Our social media has been active this past month! Here are a few highlights:

- Instagram takeovers have returned! So far, our East facility has had a day to highlight air work and our lab has had a day to highlight mosquito identification.

- One of our inspectors spotted black bear! The video was shared by KSTP’s Facebook page:

<https://www.facebook.com/metromosquitocd/posts/3912294775544786>

- Facebook – 1,567 Page Likes (Up 17 from May 14)
  - Facebook.com/metromosquitocd
- Twitter – 819 Followers (Up 15 from May 14)
  - Twitter.com/metromosquito
- Instagram – 284 Followers (Up 11 from May 14)
  - Instagram.com/metromosquito

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

### It's Peak Deer Tick Nymph Season!

As of June 12, numbers of questing adult deer and wood ticks have tailed down. However, deer tick nymphs typically peak in mid-June. The small (freckle) size of deer tick nymphs makes them difficult to detect which makes deer tick nymphs, not the more heavily infected adult ticks, primarily responsible for tick-borne disease transmission. Check yourself for ticks after having been out in their wooded/brushy habitat.

### MMCD Collaboration to Detect Exotic Ticks (Asian Longhorned Tick, Red Sheep Ticks)

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 June 12, no Asian longhorned ticks or red sheep ticks have been reported as being found in Minnesota.

### Television Tick Reports - Clarification

- A KARE11 story (not with MMCD staff) that aired on May 28 predicted the 2021 season as a “high tick year”.
- Meanwhile, on a June WCCO story, MMCD staff were quoted as saying that 2021 is playing out as a lower than typical tick year.
- The discrepancy occurred in part as the KARE 11 story had been partially based on predictions made from weather patterns and other factors that had occurred over the winter of 2020/2021 in the Eastern US, which are obviously different than our experience here in the Midwest.
- For the WCCO story MMCD had the advantage of observing how the spring adult tick population was playing out. And, while there isn't a direct correlation, our yet to be disseminated surveillance data showed low numbers of both nymphal deer and wood ticks collected 2020, which could have led to the low adult tick numbers of both species that we saw this year.

### Rocky Mountain Spotted Fever

KSTP had reported that a very young child had been hospitalized due to local transmission of Rocky Mountain spotted fever in Buffalo. The Minnesota Department of Health has not been able to obtain evidence to back that up, however.

### Tick Vector Field Projects

Our 2021 tick surveillance season began April 26. As of June 12, eight of ten routes in our first round of surveillance have been completed.

### Public Education

- Distribution and/or re-stocking of brochures, tick cards and posters is ongoing.
- 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 MEDIUM. We typically set our meter to HIGH at this time of year with the mid-June peak for deer tick nymph activity and deer tick nymphs, not adults, are responsible for most of the Lyme disease transmission we see. However, there were not very many deer (or wood) tick adults this year (which could partially be explained by our low 2020 tick surveillance collection results) and we suspect that this year's nymphal deer tick levels will be reduced, as well.

### Signage

Signs to remind the public of deer ticks and disease prevention measures may be posted at dog parks and additional locations throughout the metro. For various reasons some signs remain up year-round.