

METROPOLITAN
MOSQUITO CONTROL DISTRICT

EXECUTIVE COMMITTEE

January 26, 2022

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 26, 2022**
TIME: **9:15 AM**

A G E N D A

1. Approval of Minutes September 15, 2021 and November 18, 2021 Meetings*
2. Legislative Update – (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 Nicole Frethem	Ramsey County
Commissioner David Beer	Scott County
Commissioner Gary Kriesel	Washington County

Next Commission Meeting: Wednesday, February 23, 2022, 9:15 a.m.
Next Executive Committee Meeting: Wednesday, March 23, 2022, 9:15 a.m.

METROPOLITAN MOSQUITO CONTROL DISTRICT
EXECUTIVE COMMITTEE

MINUTES (SPECIAL MEETING – RESCHEDULED FROM SEPTEMBER 22, 2021)

September 15, 2021
9:15 a.m.

Vice Chair Lisa Weik called the meeting to order at 9:32 a.m.

Roll Call:

Commissioner Lisa Weik	Washington County
Commissioner Liz Workman	Dakota County
Commissioner Robyn West	Anoka County
Commissioner Michael Beard	Scott County

Staff:

Stephen Manweiler, Executive Director
Arleen Schacht, Business Administrator

Visitors:

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

Vice Chair Lisa Weik welcomed all in attendance and thanked them for attending the meeting.

Commissioner Robyn West offered the following resolution and moved its adoption. *Approval of June 23, 2021, Executive Committee Meeting Minutes*

Resolution 1:

Resolved, that the June 23, 2021, Executive Committee Meeting minutes be approved as presented.

Commissioner Liz Workman seconded the motion.

The resolution was adopted unanimously.

Peg Larsen and Kim Scott reported, last night, Rep. John Thompson was expelled from the DFL House caucus after being embroiled in a continuing controversy over residency and domestic abuse allegations. *Legislative Update*

Sen. Susan Kent stepped down as Minority Leader and will not seek reelection. Senators Melissa Lopez-Franzen, Nick Frentz, and John Marty

put their hats in to be the new Minority Leader; Sen. Lopez-Franzen was chosen by her caucus to be the next Minority Leader.

Sen. Jeremy Miller was elected by his caucus to replace Paul Gazelka as Senate Majority Leader, after Gazelka stepped down to run for governor. There was a serious push to elect Independent Sen. Tom Bakk as Senate Majority Leader, led by the moderate wing of the caucus.

Other candidates for governor include Sen. Michelle Benson and former state senator Scott Jensen. Benson and Gazelka are considered the top potential candidates for the Republican endorsement. There have been no indications that Gov. Walz will not run for reelection.

Yesterday, the House Environment committee held a hearing to get an update from the Department of Natural Resources and Board of Animal Health on chronic wasting disease (CWD) in cervids. Chronic wasting disease is a fatal illness of deer, elk, moose, and caribou. The disease is caused by a protein, called a prion, that folds incorrectly. Several outdoor and hunting organizations are advocating for the Legislature to buy out the remaining 259 cervid farms in Minnesota at a cost of \$24 million. The U of MN has developed a live test for CWD, but it is unclear how it will be utilized to test the farmed cervid population and there is also uncertainty over adequate hunter access to tests for harvested wild deer.

The COVID-19 front line worker joint legislative committee is still working on how to allocate \$250 million in federal funds earmarked for that purpose. Even if an agreement is reached by the Legislature, Gov. Walz has said that he will not call a special session if he believes that the confirmation of Health Comm. Jan Malcolm will be on the chopping block.

Lastly, the legislative redistricting committee continues to meet and will likely do so throughout the winter and spring, as redrawing district lines can be a difficult and contentious task. Redistricting must be completed before the state primary in 2022, which is scheduled for August 9, 2022.

Stephen Manweiler reported that, in May 2015, the Commission reviewed the cost of legal services and decided to go for bids, in part because annual expenses for legal services during 2012 – 2014 ranged between \$42,000 and \$47,500 which seemed excessive. Legal services were billed as a monthly stipend.

*Approve Legal
Counsel Contract
Renewal (2022-24)*

The Commission (August 26, 2015) awarded the legal services contract to Ratwik, Rozak & Maloney, P.A. Legal services defined by this 3-year contract are billed hourly, not as a monthly stipend. Annual legal expenses have decreased significantly beginning in 2016 (the first entire year of the

legal services contract with Ratwik, Rozak & Maloney, P.A.). Legal service needs have not decreased significantly since 2014.

The current contract for legal services with Ratwik, Rozak & Maloney, P.A. was approved on January 23, 2019, and will expire on December 31, 2021. Ratwik, Rozak & Maloney, P.A. have proposed two changes to the current contract (hourly legal services fee increases from \$165 to \$180, hourly litigation services fee increases from \$175 to \$190). Otherwise, only the term (through December 31, 2024) of the new 3-year contract would change.

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

Resolution 2:

Whereas, the current contract for legal services will expire on December 31, 2021. Ratwik, Rozak & Maloney, P.A. have proposed two changes to the current contract (hourly legal services fee increases from \$165 to \$180, hourly litigation services fee increases from \$175 to \$190). Otherwise, only the term (through December 31, 2024) of the new 3-year contract would change, and the utility and operating expenses have increased since the initiation of the current agreement,

Be it now resolved, that the contract for legal services with Ratwik, Roszak & Maloney P.A. be renewed through December 31, 2024, based upon their price and experience.

Commissioner Michael Beard seconded the motion. Commissioner Liz Workman suggested that soliciting bids be considered in 2024 but did not amend the motion. Vice Chair Lisa Weik asked all Commissioners who approved to say “aye.” The resolution was adopted unanimously.

Arleen Schacht reported that on October 28, 2020, the Executive Committee approved a District request to advertise for bids for annual financial audit services (2021-23) after completion of the 2020 audit. Bids were due on Friday, September 3, 2021. Five bids were received. Four of the five bids described experience with special taxing districts like MMCD. All five bids described experience with local government. Only Redpath stated that their fee included answering questions outside of performing the audit such as conducting quarterly review meetings to see how things are going, make recommendations, etc. Other firms indicated that they would perform extra services for an additional charge.

*Award of Bid for
Financial Auditor
Services (2021-23)*

We recommended approving the bid for services submitted by Redpath because they have extensive experience with special taxing districts like

MMCD, they offer additional services at no extra charge, and they very clearly identified the scope of work expected including performing functions such as GASB 68 calculations (OPEB) required by the audit.

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

Resolution 3:

Be it now resolved, that the bid for Annual Financial Audit Services be awarded to the bidder meeting specifications that provided the most services for a competitive set fee, Redpath, in the amount of \$23,000 for the 2021 annual financial audit, \$23,700 for 2022 and \$24,400 for 2023.

Commissioner Liz Workman seconded the motion.

The resolution was adopted unanimously.

Stephen Manweiler reported that he will be 64 years old on September 24, 2021 and plans to retire between the end of September and end of December 2022. He is starting this discussion now to provide ample time to ensure a smooth transition. Stephen's predecessor left in January 2014 followed by the Business Administrator (who served as Interim Executive Director) at the end of April 2014. Stephen started as Executive Director three days later. No search for the next Business Administrator had been initiated leaving Stephen and other staff to conduct the search and operate without a Business Administrator for over a year.

*Executive Director
Retirement (late
2022) Discussion*

The annual meeting of the American Mosquito Control Association (AMCA) is an excellent opportunity to recruit qualified applicants for the Executive Director position. The next AMCA meeting is scheduled to occur on February 28 – March 4, 2022.

Commissioner Robyn West asked about promoting from within. Stephen reported that three current employees have expressed interest to him. The legislation that created MMCD includes a requirement that the Director be an entomologist. A college degree in entomology can satisfy this requirement. The "Board Certified Entomologist" certification provided by the Entomological Society of America also can satisfy this requirement. Stephen has discussed the "Board Certified Entomologist" certification with all three employees who have expressed interest because none of them has a college degree in entomology.

Stephen described two options for recruiting the next Executive Director. Both internal and external candidates can be considered. One option is to hire a professional recruiter to find and evaluate candidates using search

criteria developed by MMCD. The other option is for HR staff at MMCD to conduct the search and for finalist candidates to be evaluated by a professional such as BCD or Korn Ferry. In late April 2014 before he became the Executive Director, Stephen was evaluated by Korn Ferry after being interviewed by four Mosquito Control Commissioners.

Commissioners preferred the second option. Stephen said he would arrange for a professional evaluator to describe for the Executive Committee how they would evaluate potential candidates and what information they would provide for Commissioners who will choose the next Executive Director. He will aim to schedule something for the November 18, 2021, Executive Committee meeting.

No report was presented (other than the report contained the Information Packet) because several Commissioners needed to leave to attend other meetings.

*Executive
Director's
Report*

Vice Chair Lisa Weik asked if there was anything else to come before this meeting. Nobody mentioned any additional items. Vice Chair Lisa Weik declared the meeting adjourned at 10:29 a.m.

*Other Issues and
Adjournment*

METROPOLITAN MOSQUITO CONTROL DISTRICT
EXECUTIVE COMMITTEE MEETING

MINUTES
NOVEMBER 18, 2021
9:15 AM

Commissioner Lisa Weik called the meeting to order at 9:20 a.m.

Roll Call:

Commissioner Mary Jo McGuire Ramsey County
Commissioner Lisa Weik Washington County

Staff:

Stephen Manweiler, Executive Director
Arleen Schacht, Business Administrator

Visitors:

Joe Langel, MMCD Legal Counsel
Jane Coffey, BCD Consulting Group

Vice Chair Lisa Weik welcomed all in attendance and thanked them for attending the meeting.

Unable to approve minutes from September 15, 2021 Executive Committee meeting because fewer Commissioners than a quorum were present. Approval of the September 15, 2021 Executive Committee meeting minutes will be considered at the January 26, 2022 Executive Committee Meeting.

*Approval of
September 15, 2021
Executive Committee
Meeting Minutes*

Peg Larsen provided notes, read by Stephen Manweiler. There really is not much happening on the state level. There don't seem to be any agreements between the Governor and the Senate for a special session. The sticking point is once again Commissioners being confirmed or not.

Legislative Update

All bodies and the Governor want to get the extra funds out to first responders and possibly others, however they have not agreed on a package. There is political posturing from all candidates for Governor, should be interesting.

Stephen reviewed for the Committee that in September the Executive Committee preferred that MMCD HR staff advertise for a new Executive Director in preparation for the retirement of the current incumbent. Candidates will be interviewed by a MMCD hiring committee including Mosquito Control Commissioners. Finalists will

*Leadership
Assessment
Overview- Jan
Coffey, BCD
Consulting Group*

be evaluated by a professional in a manner similar to how the current incumbent was evaluated prior to starting as the Executive Director.

Stephen introduced Dr. Jane Coffey who described how she evaluates candidates. Dr. Coffey uses standardized tests and simulations designed to evaluate candidate's responses to challenges likely faced on the job. Dr. Coffey tailors the evaluations to investigate needs and issues expressed by the MMCD hiring committee. Executive Committee members also reiterated that they felt Dr. Coffey was highly qualified and that her evaluations would very much help the MMCD hiring committee to choose the candidate most likely to succeed as the next MMCD Executive Director.

The timeline includes advertising in spring 2022 (to include the AMCA meeting in late February that will facilitate contacting a large number of qualified potential candidates), interviews in late spring to early summer, and Dr. Coffey's evaluations soon after completion of the interviews followed by a final selection by the MMCD hiring committee. This timeline should provide enough time before the late December 2022 retirement of the current incumbent for knowledge transfer to the new Executive Director.

Stephen briefly described changes to annual staff training previously conducted in early December based upon feedback from staff about that training. We split this training into three meetings. The first was held on November 17 (spearheaded and facilitated by Jon Peterson). It involved a review of the control programs (described as IPM plans) and outcome of the 2021 season (successes and issues experienced).

*Executive Director
Report*

A second meeting will be convened on December 8 as an employee recognition and a celebration of successes including surviving our second year of COVID-19 without work-related infections and delivering excellent services in spite of the pandemic. We typically enjoy a lunch together. That was prevented by the pandemic. We hope that we can meet personally for a celebratory lunch in 2022.

The third meeting will be convened in early March 2022. That meeting will be where staff finalize plans for the 2022 season. It will be the culmination of ongoing planning work. We intend to solicit staff about what went well and how this training can be improved.

Vice Chair Lisa Weik asked if any other business needed to be discussed. Hearing none, the meeting adjourned at 10:20 a.m.

*Other Issues and
Adjournment*

Metropolitan Mosquito Control Commission Meeting

January 26, 2022

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 9 for a schedule outlining steps to be taken by staff and the Commission to develop the 2023 levy and budget. Months or specific dates are taken from the 2022 Commission meeting schedule.

An initial review of legislative requirements and deadlines (see page 10) 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 2021, the MMCC approved a preliminary 2022 levy at its July 28 meeting.

Both the 2022 levy and 2022 budget were approved by the MMCC at its meeting on December 15, 2021.

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 2023

Commission and Executive Committee provide direction to develop budget	May / June 2022
Commission approves preliminary 2023 levy and budget direction	July 27, 2022
Approved proposed levy deadline for the District	August 1, 2022
Review 2023 budget and levy proposals	August 24, 2022
Proposed levy certification due	September 10, 2022
Executive Committee reviews proposed budget (Subject to change)	September 28, 2022
Commission reviews proposed budget (Subject to change)	October 26, 2022
Executive Committee reviews budget	November 17, 2022
Parcel Specific Property Tax Notice	November 10 – 24, 2022
Commission adopts Final 2023 Levy & Budget (December Commission meeting)	December 21, 2022
Truth in Taxation Hearing (Commission & Staff)	December 21, 2022
Continuation Hearing, if necessary (Commission & Staff)	December 21, 2022
Certify Adopted Payable 2023 Levy (Staff)	December 22, 2022

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 26, 2022

Requested by:

Stephen Manweiler

Informational:

Executive Director Performance Review
Process

Background:

April 30, 2022 will mark the end of the eighth year of Stephen Manweiler's tenure as the Executive Director for the District (the end of the second 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, 2022 with a return due date by the February 23, 2022 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 23, 2022 Executive Committee meeting.

TO: COMMISSION MEMBERS
FROM: STEPHEN MANWEILER
RE: EXECUTIVE DIRECTOR REPORT
DATE: JANUARY 2022

1. DIRECTOR'S INITIATIVES

On January 18, 2022 the District posted an advertisement for two Field Operations Supervisor positions vacated by retirement (one at our Jordan and one at our Maple Grove facility). Applications are due on Friday, January 28, 2022. Application screening will occur the following week with interviews as soon thereafter as possible. We hope to fill both positions before the end of February 2022.

We plan to post initial advertisements for seasonal inspector positions by mid-February 2022 with employment beginning between April 11 and 18, 2022. 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 in 2020 worked very well. This should help us begin delivering services in late April 2021.

2. MOSQUITO CONTROL SERVICES

Field staff are currently focusing their attention on their winter projects. These projects include updating maps, updating mosquito breeding site information, and reviewing 2021 data to prioritize mosquito breeding sites to ensure seasonal staff are inspecting and treating the best sites. Staff are also working on their required annual training, including reviewing District procedures, safety, and OSHA requirements.

Staff are attending District team meetings. At these team meetings, staff are working to solve issues, update MMCD protocols, and plan for the 2022 season. Our Mosquito Team, Black Fly Team, and Tick Teams are working on updating MMCD's Integrated Pest Management (IPM) plans. These updated IPM plans are being revised into the same formats to allow for better understanding and for training of our staff.

Lastly, staff are preparing for seasonal staff hiring. MMCD staff have been attending job fairs, creating postings for the websites and newspapers, and putting the final preparations in place to post the job.

3. MOSQUITO-BORNE DISEASE

We are currently reviewing and analyzing data collected in 2021 and we are preparing to combat mosquito-borne illnesses in 2022. 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.

Conditions were favorable for West Nile virus (WNV) activity in the District in 2021. There have been 27 WNV illnesses documented in Minnesota residents, 22 in District residents. The Minnesota Department of Health is still reviewing a few reports of illness, so there

could be additional WNV cases confirmed from 2021. Surveillance by MMCD detected WNV in 60 of 857 mosquito samples tested. West Nile virus positive mosquitoes were collected in all District counties except Carver County. Nationally, 2,695 WNV illnesses and 329 WNV positive blood donors have been reported to CDC. Fatalities were reported in 191 of the WNV illnesses.

There were no La Crosse encephalitis cases within MMCD or elsewhere in Minnesota in 2021. Field staff at MMCD recycled 10,939 tires and eliminated 1,248 other small mosquito habitats in 2021 as the primary method for reducing La Crosse encephalitis risk.

Eastern equine encephalitis (EEE) caused illness in an Itasca County horse in 2021. This was the third consecutive year with an equine EEE case in Minnesota. Fourteen other states reported EEE illnesses in domestic animals. Three states reported a total of four EEE illnesses in humans, including one Wisconsin illness. The *Culiseta melanura* population was low in the District in 2021; there were no EEE positive mosquito samples among the four tested by MMCD.

There were six Jamestown Canyon virus (JCV) illnesses confirmed in Minnesota in 2021. Four of the illnesses were reported in District residents. Nationally, there were 23 JCV illnesses reported. Wisconsin reported five of the illnesses.

4. TECHNICAL SERVICES LAB

Staff have been diligently processing the larval samples that remain from last summer. After those samples are done, we will process the remaining adult samples (New Jersey trap and long-term CO₂ traps). We have written the surveillance chapter of the Technical Advisory Board report using the data that has been analyzed. The remaining information will be added as soon as all samples have been identified. We have also been participating in various subgroups to develop IPM plans for the various mosquitoes, black flies, and ticks of concern. Remaining winter projects include archiving previous MMCD studies into a digital database, writing a paper regarding MMCD's mosquito fauna, and cleaning and organizing our storeroom. Additionally, staff continue with their internal team duties and external participation in associations and professional organizations.

5. PUBLIC AFFAIRS

Preparing for Summer Events

The Communications Team is putting together materials as we prepare to increase our attendance at public events in 2022. We have ordered new stickers, info cards, magnets, and temporary tattoos to be used at fairs and parades. We are also updating our informational brochures and creating new educational materials that can be handed out.

Here is a look of some of what we already have:



Community and School Presentations

Before the late-December surge of the Omicron variant of COVID, we had a few opportunities for community presentations including a full day of presentations for the science classes at Upper Mississippi Academy in St. Paul on December 15.

We are currently scheduled for several virtual and in-person presentations in January and February.

County Summaries and Presentations

Executive Director Stephen Manweiler and Public Affairs Coordinator Alex Carlson will be presenting at several county commission meetings starting in February either virtually or in-person. The presentation will include a summary of activities for 2021 and early plans for 2022.

County commissioners will receive a packet including the summary of mosquito control activity for the cities in their community prior to each presentation.

Social Media

Our social media has still been active this month despite there not being much new mosquito happenings. In early January Kathy Beadle, Field Operations Supervisor from the East, posted a 7 second TikTok video of dipping for mosquito larvae that received over 350,000 views and over 200 comments! Here is how metrics have changed:

- Facebook – 1,732 Page Followers (Down 2 from December 3)
 - Facebook.com/metromosquitocd
- Twitter – 864 Followers (No change from December 3)
 - Twitter.com/metromosquito
- Instagram – 336 Followers (Up 11 from December 3)
 - Instagram.com/metromosquito
- TikTok – 224 Followers
 - tiktok.com/@metromosquito

6. TICK-BORNE DISEASE

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 December 6, no Asian longhorned ticks or red sheep ticks have been reported as being found in Minnesota.

Tick Vector Field Projects

The 2021 tick surveillance season is completed. The work began April 26. The first round of surveillance was completed on June 2, the second round on August 26 and the third round on October 28. A report for MMCD's Technical Advisory Board (TAB) is being prepared for presentation at our next TAB meeting on February 16, 2022.

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.