

**Metropolitan  
Mosquito Control District**

**Executive Committee**

**May 22, 2024**

**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, May 22, 2024**  
TIME: **9:15 AM**

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A G E N D A

1. Approval of Minutes March 27, 2024, Meeting\*
2. Legislative Update – Peg Larsen, Kim Scott
3. Tire Pick-up Discussion
4. 2025 Preliminary Budget Discussion – review 2024 Financial Report
5. Executive Director Duties Discussion
6. Commission Meeting Schedule
7. Executive Director’s Report
8. Other Issues
9. Adjournment

\* Action Requested

Commissioner Jeff Reinert	Anoka County
Commissioner Kevin Anderson	Hennepin County
Commissioner Gayle Degler	Carver County
Commissioner Liz Workman	Dakota County
Commissioner Nicole Frethem	Ramsey County
Commissioner David Beer	Scott County
Commissioner Fran Miron	Washington County

**Next Executive Committee Meeting: Wednesday, June 26, 2024, 9:15 a.m.**

**Next Commission Meeting: Wednesday, July 24, 2024, 9:15 a.m.**

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METROPOLITAN MOSQUITO CONTROL DISTRICT  
EXECUTIVE COMMITTEE MEETING

MINUTES  
MARCH 27, 2024  
9:10 AM

Commissioner (Vice Chair) Nicole Frethem called the meeting to order at 9:18 a.m.

**Roll Call:**

Commissioner Jeff Reinert	Anoka County
Commissioner Liz Workman	Dakota County
Commissioner Nicole Frethem	Ramsey County
Commission Gayle Degler	Carver County
Commissioner David Beer	Scott County
Commissioner Fran Miron	Washington County

**Staff:**

Dan Huff, Executive Director  
Arleen Schacht, Business Administrator

**Visitors:**

Kim Scott, RCS Consulting  
Joe Langel, MMCD Legal Counsel

Commissioner Frethem welcomed all in attendance and thanked them for attending the meeting.

**Approval of Minutes for September 27, 2023, Executive Committee Meeting**

Commissioner Workman offered the following resolution and moved its adoption.

**Resolution 1:**

**Resolved**, that the September 27, 2023, Executive Committee Meeting minutes be approved as presented.

Commissioner Degler seconded the motion, the resolution was approved unanimously.

## **Approval of Minutes for January 24, 2024, Executive Committee Meeting**

Commissioner Degler offered the following resolution and moved its adoption.

**Resolved**, that the January 24, 2024, Executive Committee Meeting minutes be approved as presented.

Commissioner Reinert seconded the motion, the resolution was approved unanimously.

Commissioner Fran Miron joined the meeting and assumed the role of Chair.

### **Intergovernmental Issues**

Kim Scott provided her report: We are continuing to track bills that may impact MMCD. A few bills SF 4224, HF 4164 and HF 4082 included changes to pesticide regulations. I have shared these with Executive Director Huff and the current text appears to have little to no impact upon MMCD operations. The Legislature this session is working on a bonding bill and focused policy bills. Although there is an estimated budget surplus, most of this will be needed to balance the budget from items passed last year. About \$280 million in new funding is being discussed.

### **Executive Director's Report**

Daniel Huff reported that he has completed his goal of meeting with every permanent staff member. During these conversations he asked three questions: 1. What do you want from your Executive Director? 2. What is going well that you do not want to see changed? 3. What areas would you like to see change, improve, or evolve? He reported learning that staff are very committed to MMCD and enjoy their jobs. His largest take aways are a desire for an articulated vision and strategic direction from leadership and for more communication and feedback on decision making from leadership. He is now working the team to solicit proposals from outside consultants to assist us with 1. Strategic Planning 2. Facilities Assessment 3. IT Assessment.

In response to the previous staff direction from the Executive Committee, the Executive Director reported back to the Committee options to recognize Business Administrator Schacht. Members expressed their appreciation for Ms. Schacht's work as Interim Executive Director and her continued role of supporting and training the new Executive Director in his role while completing the full-time duties of the Business Administrator.

#### **Resolution 2:**

Commissioner Workman offered the following resolution and moved its adoption.

Be it resolved that a resolution supplementing compensation with a 15% for 12 months for the business administrator be sent to the full Commission with the recommendation for approval by the Executive Committee:

Commissioner Reinert seconded the motion, the resolution was approved unanimously.

**Resolution 3:**

Chair Workman offered the following resolution and moved its adoption.

Be it resolved that a proclamation commending Arleen Schacht be sent to the full Commission with the recommendation for approval by the Executive Committee:

Commissioner Degler seconded the motion, the resolution was approved unanimously.

**Adjournment**

Chair Miron adjourned the meeting at 10:02 am.

## METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

MAY 24, 2024

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**Requested by:**

Arleen Schacht

**Informational:**

2025 Preliminary Budget Discussion

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**Fund Balance**

Based on the 2023 Financial Report (annual audit) the unassigned portion of the fund balance is \$27.5M.

**2025 Budget Factors**

Health Care expense

- The District is in the last year of a 2-year agreement (2024-2025) with PEIP, (Public Employees Insurance Plan).
- Discussions with our insurance brokers, compared to other local governments, the District is falling behind in the employer contribution portion of the premiums. Currently, the District contributes 67% for single coverage and 57% toward all other family/dependent coverage.
- Propose increasing the employer contribution toward employee health care premiums to 90% for single coverage and 80% for family/dependent coverage.

Full-time employees.

- Considering adding 5 full time employees

Assessments

- Facility Condition Assessment
- Strategic Planning
- IT Assessment

Employee training/development

- Allocate more funds toward employee development, through education, training and attending local and national conferences.

Other

- District exchange program - Hosting Opportunities
- OPEB
- Control Material

Capital Purchases/Improvements

- Capital Improvements
- Vehicles/Equipment

Currently we are not prepared to provide a preliminary budget. We feel it is premature to provide a budget with so many factors that could have a significant impact on our 2025 budget. According to the budget schedule, budget discussions begin in August with the final budget approval at the December Commission meeting. (See table on page 8). That timeline provides the opportunity to do our due diligence and gather the information that is needed to provide as accurate a budget as possible.

METROPOLITAN MOSQUITO CONTROL DISTRICT				
FINANCIAL STATEMENT				
March 31, 2024				
COUNTY	2024 LEVY	REC'D TO DATE	DUE	
Anoka	\$ 1,883,007	0	\$ 1,883,007	
Carver	700,674	0	700,674	
Dakota	2,591,623	0	2,591,623	
Hennepin	9,194,089	0	9,194,089	
Ramsey	2,918,064	0	2,918,064	
Scott	943,494	0	943,494	
Washington	1,674,005	0	1,674,005	
<b>TOTAL</b>	<b>\$ 19,904,957</b>	<b>\$ 0</b>	<b>\$ 19,904,957</b>	
Tax Delinquent Income	\$ 0	\$ 0		
Miscellaneous (Rent/Misc./Non-Levy)	100,000	9,722		
Interest Income	550,000	219,403		
<b>TOTAL REVENUE</b>	<b>\$ 20,554,957</b>	<b>\$ 229,125</b>	<b>\$ 20,325,831</b>	
<b><u>BALANCE SHEET</u></b>				
<b><u>ASSETS</u></b>				
Cash and Investments		\$ 28,347,059		
Accounts Receivable		151,615		
Prepaid Expenses		0		
Consumable Material		3,623,716		
Equipment net of Acc Depreciation		2,929,775		
Land		1,118,867		
Building net of Acc Depreciation		2,632,128		
<b>TOTAL ASSETS</b>			<b>\$ 38,803,160</b>	
<b><u>LIABILITIES</u></b>				
Vouchers Payable		\$ 249,369		
Pass thru Revenue		0		
Deferred Revenue		151,615		
			<b>\$ 400,984</b>	
<b><u>TOTAL LIABILITIES</u></b>				
<b><u>NET WORTH</u></b>				
Fund Balance:				
Nonspendable		\$ 3,627,247		
Prepaid		0		
Committed		1,500,000		
Assigned		1,141,882		
Unassigned for Working Capital		27,551,650		
Total Fund Equity		\$ 33,820,779		
Assets-Equipment		6,680,770		
<b>TOTAL</b>		<b>\$ 40,501,549</b>		
ADD Income		229,125		
DEDUCT Expenditures		2,328,502		
<b>TOTAL NET WORTH</b>			<b>\$ 38,402,172</b>	
<b>TOTAL LIABILITIES AND NET WORTH</b>			<b>\$ 38,803,160</b>	

METROPOLITAN MOSQUITO CONTROL DISTRICT			
CUMULATIVE OPERATIONS STATEMENT			
March 31, 2024			
EXPENDITURES	ACTUAL	BUDGET	+OVER/-UNDER
<u>ADMINISTRATIVE</u>			
Operations	\$ 273,572		
Capital Items	0		
Repairs	0		
<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 273,572</b>	<b>\$ 176,441</b>	<b>\$ 97,131</b>
<u>CONTROL DIVISION</u>			
Operations	\$ 1,706,470		
Capital Items	310,901		
Repairs	37,330		
<b>TOTAL CONTROL DIVISION</b>	<b>\$ 2,054,701</b>	<b>\$ 2,858,081</b>	<b>\$ (803,380)</b>
<u>COMMISSION</u>			
Per Diem	\$ 0		
Mileage	229		
<b>TOTAL COMMISSION</b>	<b>\$ 229</b>	<b>\$ 420</b>	<b>\$ (191)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,328,502</b>	<b>\$ 3,034,941</b>	<b>\$ (706,439)</b>
<b>BUDGET REMAINING</b>		<b>\$ 17,198,002</b>	
<b>ORIGINAL BUDGET</b>		<b>\$ 20,232,943</b>	
<b>EMERGENCY FUNDS</b>		<b>0</b>	
<b>TOTAL BUDGET</b>		<b>\$ 20,232,943</b>	

## **MMCD Calendar for Budget Year 2024**

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Commission and Executive Committee provide direction to develop budget.	May / June 2024
Commission approves preliminary 2024 levy and budget direction	July 24, 2024
Approved proposed levy deadline for the District (Proposed Levy due to MN Dept of Revenue)	August 1, 2024
Review 2024 budget and levy proposals	August 28, 2024
Proposed levy certification due (Proposed levy due to Counties with TNT notice)	September 10, 2024
Executive Committee reviews proposed budget (Subject to change)	September 25, 2024
Commission reviews proposed budget (Subject to change)	October 23, 2024
Executive Committee reviews budget	November 21, 2024
Parcel Specific Property Tax Notice 2024	November 10 – 24,
Commission adopts Final 2025 Levy & Budget (December Commission meeting)	December 18, 2024
Truth in Taxation Hearing (Commission & Staff)	December 18, 2024
Continuation Hearing, if necessary, (Commission & Staff)	December 18, 2024
Certify Adopted Payable 2025 Levy (Due to MN Dept Revenue and Counties)	December 27, 2024

MEMO

To: MMCD Executive Committee

From: Daniel Huff, Executive Director

RE: Six-month performance appraisal for Executive Director

Introduction: During the March 27, 2024, meeting of the Executive Committee, Chair Miron asked Director Huff to explore options and report back to the Executive Committee for conducting a six-month performance review. He requested that a 360 review be included in this process.

Background: The last Executive Director performance review was conducted in 2022 for Stephen Manweiler. A survey using Survey Monkey was created and distributed to all Commission members and staff that reported directly to the Executive Director. The survey provided the opportunity for the respondents to provide a 1-5 ranking with 5 being the highest, and written comments on each of the following:

- Technical Skill
- Professional Communication
- Leadership
- Initiative
- Problem Solving
- Teamwork
- Co-Worker Relations
- Work Ethic

Additionally, the survey asked for comments under the headings of:

- Accomplishments
- Strengths
- Improvements

The survey concluded with a Yes/No question relating to the understanding of and commitment to the District's Affirmative Action Plan.

Survey results were provided to the Executive Committee who met in a closed-door session to conduct Director Manweiler's annual performance review.

Discussion:

When conducting a performance review, it is important to outline the criteria upon which the review will be based. These criteria are usually found within the job description or as part of a workplan. After the Commission adopts the District's strategic plan next spring, it is my hope to develop and propose my annual workplan for the Executive Committee. Evaluating progress on this workplan will assist in subsequent year's performance reviews.

To maintain integrity into the process and to protect staff from being placed in an awkward position, I believe that the performance review should be conducted by an outside 3<sup>rd</sup> party. Dakota County Manager Matt Smith and Washington County Manager Kevin Corbid have connected me to their county's respective HR Director to discuss options for one of the counties to oversee the process. I have also reached out to Pat Melvin of David Drown and Associates who conducted the search when I was hired. Pat has been retained by Anoka County to create a performance appraisal process for their new county manager. Pat is happy to submit a proposal to conduct my assessment if it pleases the committee.

Until an annual work plan is developed and approved, I suggest using the position description to outline the expectations of the Executive Director. To this end, I have compiled a list of Core Duties from the Executive Director job description and recent job posting.

Recommendation:

Review MMCD Executive Director Core Duties and approve with or without edits as the basis for my six-month and one-year performance review.

Contract with an outside party, either a County or a private consultant, to conduct a 360 review of my performance, present findings and assist the Executive Committee in finalizing both my six-month and one-year performance reviews.

## MMCD Executive Director Core Duties

### 1. Administration

- a. With Business Administrator develop and oversee annual and capital budgets.
- b. Recommend to Commission the annual level and budgetary resources required to achieve goals that satisfy the District's mission.
- c. Monitor District operations and ensure that employees and business practices comply with regulatory and legal requirements.
- d. Understand mosquito control methods and pesticide management.
- e. Direct the development of risk management programs and recommend appropriate policy implementation related to risk assessment and liability to mitigate unnecessary exposures.
- f. Carry out disciplinary actions.
- g. Supervise and assess the performance of direct reports.
- h. Define, establish, and attain overall goals and objective of local government.
- i. Assure development and implementation of the District's integrated pest management plans.
- j. Carry out related duties as directed by the Commission.

### 2. Planning

- a. Evaluate and prioritize competing demands on the organization.
- b. Use and improve MMCD's technology to track metrics/analytics to guide decision making and recommendations to the Board.
- c. Address challenges.
- d. Direct the management team in developing operational and strategic plans to achieve goals of the organization.
- e. Identify potential risks and opportunities within the organization and its environment to protect District interests.
- f. Development and implement strategic plans to achieve goals of the organization that satisfy the District Mission.

### 3. Leadership

- a. Engage staff and help them see their value and role in the organization.
- b. Maintain a professional and calm demeanor and be flexible when necessary.
- c. Understand generational differences among staff and unite staff around a shared vision.
- d. Value staff input.
- e. Work with senior managers to develop a talented team of employees who can manage, and have the appropriate level of skills and abilities, to carry out the mission of the District.
- f. Develop organizational culture that is inclusive, transparent and collaborative.

- g. Build high morale among staff.
4. Board and Stakeholder Engagement
- a. Keep board members informed while aware of their differing values
  - b. Effectively communicate the importance of MMCD's mission
  - c. Network and develop relationships with partners.
  - d. Represent the District at the county level.
  - e. Lead liaison efforts and manage the development of effective relationships with other governmental agencies, the legislature, the media, special interest groups and citizens.
  - f. Serve as the lead spokesperson to effectively communicate District services to all District residents.

**To: Commission Members**  
**From: Dan Huff**  
**Re: Executive Director's Report**  
**Date: May 2024**

## 1. DIRECTOR'S INITIATIVES

The field season is underway! We have already treated over 70,000 acres of breeding sites and analyzed over 6,000 larval samples. I have enjoyed getting out into the field and learning about the work of our amazing staff. So far, I have collected and placed samplers for black flies in the Minnesota River, participated in air work in Anoka County and sampled and treated wetlands in Lebanon Hills Regional Park.

Thanks to the successful recruiting efforts and the District Human Resources and hiring staff, we continue to attract a diverse pool of qualified candidates for District jobs. A large proportion (about 55% in 2023) of our seasonal hires are returning staff. We continue to focus our recruitment efforts to increase diversity. Seasonal technicians hired this year include 27% who are female, 10% minority, and 16% individuals with a disability.

The District uses a variety of recruitment avenues including purchasing ad space from radio, newspaper and online sites; fair booths and job fairs; online sites such as Indeed and LinkedIn; and direct mailing. **Nearly all seasonal positions have been filled.** Staff have done an amazing job communicating that MMCD is a great place to work. By far the largest number of new employees learn about the district by word of mouth. Thanks to Commission members for sharing our message throughout the community.

One of our more popular services, tire pickup, is experiencing a significant increase in demand with requests up 150% over last year. To manage resource needs for this increased volume, we are informing residents that tire collection services may take 30 or more days. We are providing alternative resources if they need them sooner. We are evaluating how we can best meet this demand. Options include expanded partnerships with city and counties, hiring additional seasonal staff, or reducing service. I am particularly interested in how we can partner with other local governments. For example, Dakota County operates and staffs a tire collection day for residents while MMCD pays the disposal fees.

The Senior Leadership Team is beginning to develop the 2025 budget. I am excited to discuss ideas with you as we develop the budget for approval in December.

We are reviewing four proposals to support our strategic plan development. Thanks to Tim and Arleen who have released an RFQ for a comprehensive facility assessment of the District's buildings. Our goal is to bring contracts for both of these projects to next month's Executive Committee meeting for approval.

We are working with our building partner, Metropolitan Emergency Services Board, to complete next year's rental agreement which includes a 3% rate increase.

## 2. MOSQUITO CONTROL SERVICES

The weather in the first two weeks of May has been ideal for staff to get a lot of work done. The rain that we have received has kept the wetlands wet, to some degree. Although we are no longer in drought conditions, the wetlands are not back to full wetness, due to the drought from the last three years. Staff are finding mosquito larvae in many of the wetlands. We have already treated almost the same amount by helicopter, with BTI, as we did in all of 2023. Staff have worked hard treating by helicopter, drone, and by hand. We will continue to react to whatever the weather has in store for us this year.

To date, we have hired 196 seasonal staff. These seasonal employees will continue to start every week, through the first week or two of June. There are just a few remaining spots to fill.

Field staff are working in a safe manner and are busy completing many tasks. So far this year, staff have done the following field work:

- Laval Inspections and Treatments
  - Inspected 8,287 air sites.
  - Treated 69,302 acres by helicopter.
  - Inspected and/or treated 11,372 ground sites.
  - Treated 2,252 acres by ground.
  - Taken over 7,930 samples.
- Drone Treatments
  - Treated 82 sites.
  - Treated 130 acres.
- Tires, containers, and tree holes (eliminate potential vector habitat)
  - Removed and recycled 1,647 tires,
  - Removed or eliminated 207 containers,
  - Filled 3 tree holes,
- Black Fly Inspections and Treatments
  - Inspected 309 locations for black flies,
  - Made 46 treatments,
- Customer calls
  - Received 595 customer calls.

## 3. TECHNICAL SERVICES

Technical service has 6 technicians on board for the entomology lab and tick surveillance program. Our catch basin supervisor started on May 13<sup>th</sup> and catch basin technicians will start on May 20<sup>th</sup>. Staff will be going through orientations and initial training for their positions. We have many returning experienced technicians so we can hit the ground rounding this season.

MMCD continues to work with other US Mosquito Abatement Districts to develop an employee exchange program. This program will be designed to share operational best practices, innovation, & new ideas to help develop employees and drive positive growth into each program.

Services to prevent mosquito-borne diseases are underway. Crews have been working to reduce La Crosse encephalitis (LAC) risk by eliminating container habitats including tires and over 200 additional LAC vector habitats.

Treatments of catch basins, a significant breeding area for West Nile Vectors, are scheduled to begin on May 28<sup>th</sup>. Fourteen municipalities are already assisting with treatments of underground stormwater structures. 29,000 stormwater structures have been updated in our data management system.

The entomology laboratory has identified 6,049 larval samples to date. For the spring brood helicopter treatments, the lab processed and identified 3,968 larval samples.

MMCD began our adult surveillance network on May 13 and has detected a few *Aedes* mosquitoes in sweep net and CO<sub>2</sub> trap samples.

The Lab has completed the non-target sample identifications for the black fly program. This research is a major component for our treatment permit with the Minnesota Department of Natural Resources.

The mammal trapping routes used for the tick distribution study are entering their fourth week of collections and are running smoothly. Collected ticks are being tested for Powassan virus. Powassan virus disease has no cure and has a 10% fatality rate. Minnesota has a small number of cases every year, but the incidence is growing.

#### **4. PUBLIC AFFAIRS**

##### **Mosquitoes in the News**

With the start of mosquito control activity, the local news has been reporting about the work that MMCD is doing and the forecast for the upcoming mosquito season. Here are a few recent stories:

- [CCX Media - Rainy Spring has Mosquito Control on alert](#)
- [CBS Minnesota - Twin Cities could see "quite a few" mosquitoes this spring thanks to April rain](#)
- [Fox 9 - Minnesota braces for mosquito season amidst rainy spring](#)
- [KARE 11 - First big batch of mosquitos could start hatching as early as this weekend](#)

##### **School and Community Events**

We have been busy at schools and other events as we start the summer season. Here are some of the recent events we attended:

- April 14 – Celebrate Jordan
- April 18 – Career Fair at Minneapolis Southwest High School
- April 20 – The Great Minnsect Show at the U of M, St. Paul
- April 20 – Lakeville Watershed District Event
- April 22 – Presentations at JJ Hill Montessori School in St. Paul
- April 25 – Presentations at Groveland Elementary School in Minnetonka

- April 27 – Mounds View Touch-a-Truck Event
- April 30 – Career Fair at Cooper High School in Robbinsdale
- May 1 – Presentations at Gatewood Elementary School in Minnetonka
- May 1 – Ramsey County Green Expo and Career Fair

Here are some of the upcoming events we'll be attending in the next month:

- May 24 – Presentations at Anoka Middle School for the Arts
- June 1 – Lake Phalen WaterFest
- June 1 – Brooklyn Park Days Parade
- June 2 – Grand Old Day
- June 7 – Father Hennepin Days Parade in St. Louis Park
- June 9 – Take a Kid Fishing in Rosemount
- June 12 – Ramsey Safety Camp