

**Metropolitan
Mosquito Control District**

**Executive Committee
January 22, 2025
9:15 AM**

Information Packet

**METROPOLITAN MOSQUITO CONTROL DISTRICT
M E E T I N G A N N O U N C E M E N T**

COMMITTEE: **Executive Committee Meeting**

IN PERSON: **Metropolitan Mosquito Control District**
2099 University Avenue West
St. Paul, MN 55104

DATE: **Wednesday, January 22, 2025**
TIME: **9:15AM**

A G E N D A

1. Approval of Minutes for December 18, 2024, Meeting*
2. Legislative Update (Peg Larsen, Kim Scott)
3. Insurance Liability Waiver
4. Preview of 2025 Commission Business
5. Executive Director's Report
6. Other Issues
7. Adjournment

* Action Requested

Commissioner Liz Workman	Dakota County
Commissioner Fran Miron	Washington County
Commissioner Jeff Reinert	Anoka County
Commissioner Kevin Anderson	Hennepin County
Commissioner Rena Moran	Ramsey County
Commissioner John Fahey	Carver County
Commissioner Dave Beer	Scott County

Next Commission Meeting: Wednesday, February 26, 2025, 9:15 a.m.
Next Executive Committee Meeting: Wednesday, March 26, 2025, 9:15 a.m.

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Requested by:

Daniel Huff

Action Requested:

Approve Commission Meeting Minutes –
December 18, 2024

Chair Fran Miron called the meeting to order at 4:34 p.m.

Roll Call:

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

Staff:

Daniel Huff, Executive Director
Arleen Schacht, Business Administrator

Visitors:

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

Approval of December 18, 2024, Executive Committee Meeting Minutes

Commissioner Degler offered the following resolution and moved its adoption.

Resolution 1:

Resolved, that the December 18, 2024, Executive Committee Meeting minutes be approved as presented.

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

MMCD STATEWIDE POLICY INITIATIVES 2025

Requested by:
Daniel Huff

Approval:
2025 Policy Initiatives

EXECUTIVE DIRECTOR: DANIEL HUFF
LOBBYISTS: PEG LARSEN AND KIMBERLY SCOTT

Policy Priorities

Maintain access for the materials, technologies, and authorities MMCD uses to complete its mission

1. Drones: Maintain ability to use the best and most economical drone technology for MMCD activities.
2. Treatment Materials: Protect MMCD's ability to use treatment materials such as pesticides in an appropriate manner to complete its public health objectives while minimizing nontarget impacts and protecting pollinators, other animals, and people.
3. Tires: Advocate for opportunities to reduce costs to the public for tire collection and disposal.
4. MMCD statutory powers and duties: Monitor for proposed changes and modify as needed.

Strategies

- 1) Legislator outreach and education
 - a) Host a donut and coffee reception for legislators at the Capitol in February (depending on room availability). Include a slide show, invitations to all legislators and MMCD commission members, plus Vectoria.
 - b) Targeted legislative meetings for committee members of the Environment, Agriculture, and Health committees with members who are in an MMCD district. Include MMCD commission members as available and appropriate.
- 2) Outreach to agencies
 - a) Department of Natural Resources (DNR): collaborate on data gathering, movement of invasive species, and work on DNR controlled lands.
- 3) Coalition building
 - a) Build and leverage relationships with Association of Minnesota Counties (AMC), League of Minnesota Cities (LMC), and others to support and move legislative priorities.

Commissioner Reinert offered the following resolution and moved its adoption.

Resolution 2:

Commissioner Reinert made a motion to approve the policy priorities for RCS Consulting to target, and to approve the strategies for outreach, education and coalition.

Commissioner Anderson seconded the motion the resolution was approved unanimously.

STRATEGIC PLANNING 10 YEAR GOAL

Requested by:

Daniel Huff

Approval:

Approve 10-year BHAG

Background

After gathering stakeholder input and completing a SWOT analysis and Environmental Scan, the Strategic Planning Committee has developed the District's Big Hairy Audacious Goal (BHAG)—a ten-year aspirational goal for MMCD. This 10-year BHAG is: *We protect all people in the district from vectors and improve their time outdoors.*

This new vision represents our intent to treat the district border to border within 10 years. However, it shifts the focus from land to people, freeing us to pursue multiple and potentially new solutions to achieve our ultimate goal: serving the taxpayers of the district by protecting them from vector-borne diseases and improving their time outdoors.

Actions to Date

- **Stakeholder and Staff Input:** Prouty gathered insights through surveys, interviews, and focus groups with MMCD staff, commissioners, the Technical Advisory Board, and lobbyists.
- **Strategic Planning Committee Review:** The committee analyzed this feedback to create a SWOT assessment and an Environmental Scan, initiating discussions on MMCD's mission, values, and vision.
- **All-Staff Session:** Staff reviewed and refined the SWOT and Environmental Scan, contributing ideas for the Big Hairy Audacious Goal (BHAG).
- **Commission Review and Revision:** The Commission provided additional input to refine the SWOT and Environmental Scan.
- **Joint Session with Commissioners Workman and Miesner:** The Strategic Planning Committee, along with Commissioners Workman and Miesner, reviewed MMCD's Mission, Values, and Vision statements and worked to finalize the BHAG.

Next Steps

- Over the winter, the Strategic Planning Committee will develop the strategic plan, outlining three-to-five-year goals and the strategies to achieve them.
- A draft of the Strategic Plan will be presented at an open house following the February Commission meeting.
- The final Strategic Plan will be submitted for approval at the April Commission meeting.

Commissioner Miron stated how important verbiage is, because not all people relate vectors to public health. Commissioner Moran stated it is important to make it clear and easy to understand. Commissioners further discussed the topic and agree the District's Big Hairy Audacious Goal (BHAG) is an internal statement.

Commissioner Anderson offered the following resolution and moved its adoption.

Resolution 3:

Commissioner Anderson made a motion to approve the 10-year goal for the District:

We protect all people in the district from vectors and improve their time outdoors.

Commissioner Degler seconded the motion the resolution was approved unanimously.

LEGAL COUNSEL FOR MMCD COMMISSION AND CONTRACT FOR SERVICES

Requested by:

Daniel Huff

Approval:or

Approve Kennedy and Graven as legal counsel for the Commission

Recommendation:

Recommendation for the approval of contract for services with Kennedy and Graven.

Historically, MMCD and its Commission have contracted with a local legal firm for legal services and counsel, as authorized by Minnesota Statute 473.704 Subd. 5, which grants the Commission authority to contract services as needed.

Since 2015, legal counsel has been provided by the firm Ratwik, Roszak, and Maloney, whose contract is set to expire on December 31, 2024. The last request for proposals for legal services was issued in 2015. To ensure continuity, MMCD issued a Request for Quotations (RFQ) for Legal Services and General Counsel on September 1, 2024, with responses due by September 30, 2024. Six firms responded to the RFQ.

During its October 23, 2024, meeting, the Board approved the RFQ, accepted the six responses, and directed the Executive Director to review the submissions and make a recommendation to the Executive Committee for selection.

The Executive Director and Senior Leadership Team reviewed all six submissions, selecting three firms for interviews. These interviews were conducted by the Senior Leadership Team. The Executive Director also checked references for the selected firms.

The Executive Director recommends the Commission adopt Kennedy and Graven as its new legal counsel.

Kennedy and Graven is a Minnesota-based firm specializing in representing local governments. With 35 attorneys, it is the largest firm in Minnesota serving primarily local governments. Attorney Sam Ketchum will lead the team from Kennedy and Graven to serve as District Attorney. Mr. Ketchum currently serves as City Attorney for the cities of Rose Creek, Maple Lake, and Montrose, as well as Assistant City Attorney for the City of Richfield, among others. In addition to local government expertise, Mr. Ketchum has extensive experience in environmental law, including water resources, wetlands, stormwater, and environmental review, making him a unique fit for the District.

Attorney Siobhan L. Tolar will serve as Assistant District Attorney. Ms. Tolar has held various positions with the City of St. Paul, including Senior Attorney in the Civil Division of the City Attorney's Office. She currently serves as the City Attorney for the City of Brooklyn Center and Assistant City Attorney for the cities of Brooklyn Park and Roseville.

Commissioners Workman and Degler both stated in the past they experienced undesirable experiences with Kennedy and Graven, Commissioner Workman stated she would be voting no for the approval of new counsel.

Commissioner Beer asked if the fee structure was a savings for the District, Executive Director Huff explained the fees are based on an hourly rate and Kennedy and Graven, provided the second lowest rates. Commissioner Workman stated not understanding the need to make a change if there is no cost savings. Executive Director Huff future explained Kennedy and Graven provided a deeper bench, have attorneys assigned to environmental issues, and ensure a quicker response time.

Legal Counsel Joe Langel stated Ratwik, Roszak, and Maloney has appreciated the opportunity and understand that client relationships come and go, and a client has the right to change counsel as seen necessary.

Commissioner Miron stated it is healthy for the District to go out with RFQ's and appreciates Ratwik, Roszak, and Maloney's service and longevity.

Commissioner Reinert offered the following resolution and recommendation.

Resolution 4:

Commissioner Reinert made a motion to approve the selection of Kennedy and Graven to serve as legal counsel for the Commission and forward the recommendation to the full Commission for approval of the contract for services with Kennedy and Graven.

The Executive Committee voted:

YES NO

X	Commissioner Reinert
X	Commissioner Anderson
X	Commissioner Degler
X	Commissioner Moran
X	Commissioner Miron
X	Commissioner Beer
X	Commissioner Workman

Commissioner Degler seconded the motion the resolution and recommendation passed.

AGREEMENT FOR GENERAL COUNSEL SERVICES

This Agreement for General Counsel Legal Services (“Agreement”) is entered into by and between the Metropolitan Mosquito Control District, a Minnesota special purpose government entity (“District”), and the law firm of Kennedy & Graven, Chartered (“Law Firm”) effective as of the 1st day of January 2025.

AGREEMENT

In consideration of the mutual promises and conditions contained in this Agreement, the District and the Law Firm agree as follows:

1. Appointment. The District appoints the Law Firm to provide general counsel legal services to the District. Attorney Sam Ketchum from the Law Firm shall be designated as the “District Attorney.” The District Attorney shall be responsible for assuring the performance of the Law Firm’s obligations under this Agreement and shall be the initial point of contact for the District’s Commission, Executive Committee, Executive Director, Business Administrator, District department managers, and District staff. Attorney Siobhan Tolar from the Law Firm shall be designated as the “Assistant District Attorney.” In the event the District Attorney is not available, the Assistant District Attorney shall be responsible for assuring the performance of the Law Firm's obligations and shall be the initial point of contact. The District Attorney shall use best efforts to ensure that the Law Firm responds to inquiries from the District within one business day.

2. Term. This Agreement shall be effective on January 1, 2025, to December 31, 2027. The Agreement shall continue until terminated by either party, can be amended if both parties agree, and during the term of this Agreement, either party may terminate this Agreement upon ninety (90) days’ written notice to the other party.

3. Compensation. The Law Firm shall charge the District hourly rates for all services. The minimum increment of billable time is six minutes (0.1 hour). Travel time and meeting attendance will also be billed at hourly rates. Bond counsel services (if requested) will be billed at rates customarily charged by the firm at the time. All hourly fees shall be increased by 3% (rounded to the nearest dollar) on January 1st of each year beginning January 1, 2026. The District agrees to pay Law Firm in accordance with the following initial rates for 2024/2025:

- (a) General Counsel Legal Services Rates. For all attorneys, the Law Firm will charge an hourly rate of \$215 for 2024/2025 for general legal services, as hereafter defined.
- (b) Non-Routine Legal Services Rates. For all attorneys, the Law Firm will charge an hourly rate of \$245 for 2024/2025 for non-routine legal services, as hereafter defined.
- (c) Development and Pass-Through Services Rates. For all attorneys, the Law Firm will charge an hourly rate of \$310 for 2024/2025 for specific development, re-development, tax abatement, and tax increment financing projects. The Law Firm shall also charge the same initial rates for all pass-through fees for 2024/2025. Pass-through fees shall apply to legal services that are not paid for from the District general fund or legal fees that are passed through to third parties.

- (d) Support Personnel Rates. The Law Firm shall bill the same rate for paralegals and law clerks for all matters. For all paralegals, the Law Firm will charge an hourly rate of \$120 for 2024/2025. For all law clerks, the Law Firm will charge an hourly rate of \$100 for 2024/2025.
- (e) Expenses. The District will reimburse the Law Firm for actual, necessary, and reasonable costs and expenses incurred by the Law Firm in the performance of legal services under this Agreement. These costs and expenses include, but are not limited to, courier and delivery charges, process server fees, court filing fees, mileage and parking fees related to providing legal services, postage, document recording fees, and other actual costs of a similar nature. These fees and expenses are outside of the hourly service rates and will be specified on the Law Firm's monthly billing statement sent to the District.

4. Scope and Nature of General Legal Services. The parties agree to the following description of the nature of the comprehensive "general legal services" to be provided by the Law Firm to the District under the rates specified above.

- (a) Routine legal advice, telephone and personal consultations with the Commission, Executive Director, Business Administrator and other authorized representatives.
- (b) Guidance on Minnesota Open Meeting Law and government data practices including records retention and privacy issues.
- (c) Assistance in preparation and review of resolutions, agreements, contracts, forms, notices, certificates, deeds, and other documents required by the District.
- (d) Attendance at Commission regular meetings as well as other special meetings as requested.
- (e) Attendance at other board, commission, and committee meetings upon request.
- (f) Attendance of meetings with District staff, upon request.
- (g) Legal advice and written opinions concerning legal matters that affect the District.
- (h) Legal work pertaining to property acquisitions, property disposals and public improvements, except those real estate matters considered non-routine.
- (i) Monitoring of pending and current state and federal legislation and court decisions, as appropriate.
- (j) Coordination of outside legal counsel, as needed and as directed by the Commission and District Staff.
- (k) Legal advice and support in human resources, labor, and employment law, except those human resources, labor, and employment law considered non-routine.

5. Scope and Nature of Non-Routine Legal Services. The parties agree to the following description of the nature of the "non-routine legal services" to be provided by the Law Firm at the request of the District.

- (a) Litigation, mediation, and arbitration proceedings.
- (b) Administrative proceedings and enforcement actions involving litigation.
- (c) Eminent domain proceedings.
- (d) Cable and telecommunication matters.
- (e) Non-routine real estate matters.
- (f) Claims not covered by insurance or as the District's insurance carrier's legal representative.
- (g) Non-routine employment matters, such as a labor negotiation or employment training sessions

for District officials or staff.

- (h) Non-routine development of contracts or contract addenda, specifications and contract negotiations.
- (i) Other non-routine legal services as agreed upon by the parties.

6. Billing and Payment.

- (a) Billing Statements. The Law Firm will submit to the District a monthly billing statement for general legal services, non-routine legal services, development and pass-through services, and expenses. All services shall be broken down into categories for ease of review by the District. The statement will include a descriptor for each expense item billed to the District.
- (b) Billing and Payment Cycle. The Law Firm will bill monthly for legal services. The Law Firm will generally send the District bills 20-30 days after the end of the prior month. The District will pay the bill of the Law Firm routinely according to its internal payment procedures.
- (c) Disputes. If the District disputes any aspect of the Law Firm's invoice, the appropriate District representative will contact Sam Ketchum at the Law Firm stating the nature of the dispute.

7. Attorney-Client Privilege. The Law Firm is authorized to utilize e-mail without encryption to transmit and receive confidential client information. If determined necessary by the District Attorney, the Law Firm may provide an encryption service to transmit and receive confidential client information. The District specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception of such information.

8. Conflict of Interest. The Law Firm shall use its best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of the District. In the event of a conflict, the Law Firm, with the consent of the District, shall seek appropriate waivers or arrange for suitable alternative legal representation. It is the intent of the Law Firm to refrain from handling legal matters for any other person or entity that may pose a conflict of interest.

9. Independent Contractor Status. All services provided by the Law Firm pursuant to this Agreement shall be provided by the Law Firm as an independent contractor and not as an employee of the District for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

10. Insurance. The Law Firm agrees to maintain a valid policy of Professional Liability Insurance for the duration of this Agreement in the minimum amount of \$1,000,000.

11. Minnesota Government Data Practices Act Compliance. Data provided to the Law Firm under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

12. Choices of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota. All parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

13. Non-Discrimination. The Law Firm will comply with all applicable federal and state laws, rules and regulations related to civil and human rights and will not discriminate against any employee or applicant for employment because of race, creed, color, religion, ancestry, national origin, sex, affectional preference, disability or other handicap, age, marital status, or status with respect to public assistance.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed by their proper officers and representatives as of the day and year first above written.

THE METROPOLITAN MOSQUITO CONTROL DISTRICT:

By: _____

Fran Miron, Chair of Commission

By: _____

Arleen Schacht, Business Administrator

KENNEDY & GRAVEN, CHARTERED:

By: _____

James Thomson, President

By: _____

Sam Ketchum

By: _____

Siobhan Tolar

2025 BUDGET APPROVAL

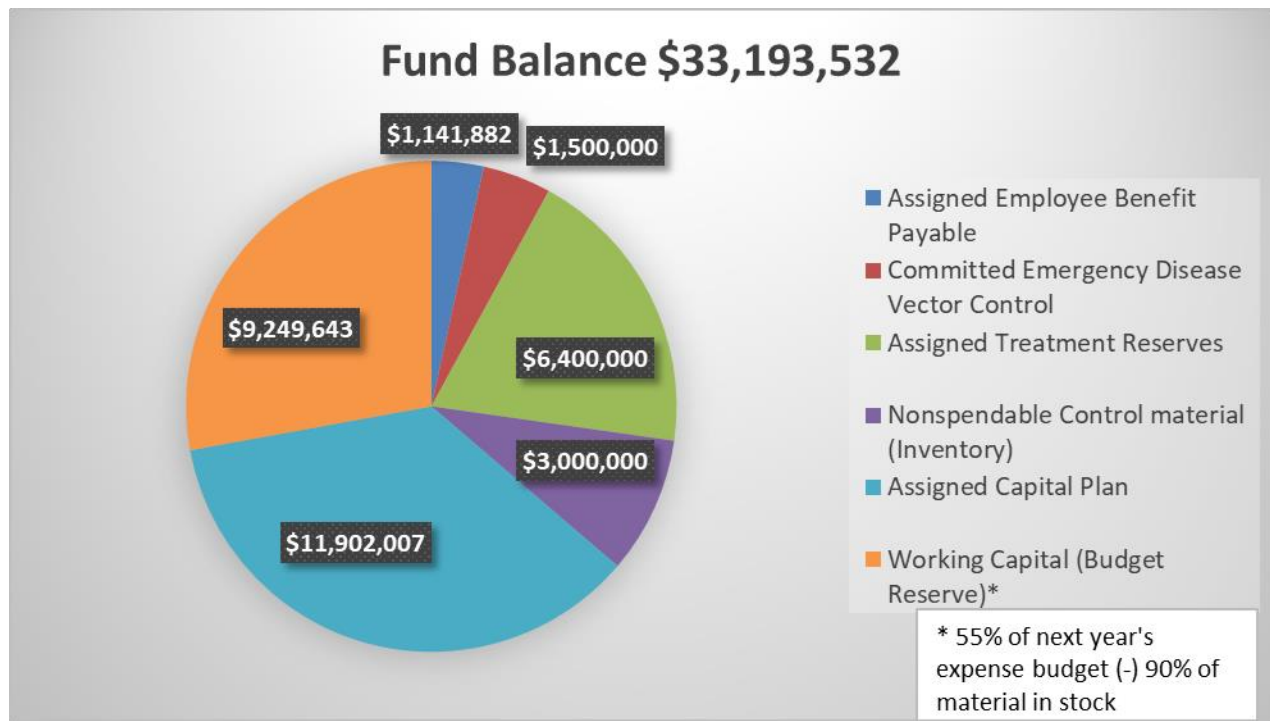
Requested by:
Daniel Huff

Action:
Recommendation for the approval of the 2025 Proposed Budget

Background:

We continue to work on the 2025 budget, which you will review and finalize at the Commission meeting. While weather remains one of the largest factors influencing the operations budget, several other factors will significantly impact the overall budget.

With a very healthy fund balance, funds have been allocated to support specific expense areas, as shown in the pie chart below. Per MMCD's budget policies, funds are *Assigned* by the Executive Director, while *Committed* funds are designated by the Commission.



The 2025 Proposed Budget is a balanced budget, representing a 5.2% increase in expenditures from the 2024 adopted budget and a 3% levy increase, along with an anticipated rise in investment returns. This budget allocates funding for wage increases, capital improvements, and staff development. It also supports program enhancements in quality control and safety, expands lab and field operations capacity, and provides additional external services such as IT and data systems support, a compensation study, and strategic planning.

2025 Proposed Budget

	Actual 2021	Actual 2022	Actual 2023	Approved 2024	Preliminary 2025
Beginning Balance	\$22,818,534	\$26,246,353	\$30,745,309	\$33,820,779	\$34,142,802
<i>Revenues/Sources</i>					
<i>Property Taxes</i>					
Anoka County	\$1,771,755	\$1,794,143	\$1,858,989	\$2,000,448	\$2,023,558
Carver County	\$667,310	\$670,605	\$701,089	\$770,322	\$760,628
Dakota County	\$2,450,506	\$2,472,427	\$2,536,238	\$2,621,483	\$2,698,077
Hennepin County	\$8,625,821	\$8,746,025	\$8,750,581	\$8,953,249	\$9,254,651
Ramsey County	\$2,673,674	\$2,747,567	\$2,767,971	\$2,750,865	\$2,814,939
Scott County	\$880,508	\$898,626	\$914,350	\$1,003,210	\$1,004,603
Washington County	\$1,591,980	\$1,594,397	\$1,662,323	\$1,805,380	\$1,945,650
Market Value Credit	-	-	-	-	-
Total Property Taxes	\$18,661,553	\$18,923,790	\$19,191,541	\$19,904,957	\$20,502,106
<i>Other Financing Sources</i>					
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$166,410	\$526,554	\$1,513,260	\$650,000	\$850,000
Total Other Sources	\$166,410	\$526,554	\$1,513,260	\$650,000	\$850,000
Total Revenue	\$18,827,963	\$19,450,344	\$20,704,801	\$20,554,957	\$21,352,106
<i>Expenditures/Uses</i>					
Commissioners	\$624	\$783	\$1,808	\$2,800	\$2,800
Control Operations	\$14,190,274	\$13,611,930	\$15,079,815	\$18,550,084	\$18,806,864
Capital Outlay	\$365,746	\$316,798	\$1,701,271	\$523,520	\$1,263,600
Administration	\$924,070	\$1,047,032	\$983,090	\$1,156,530	\$1,276,317
TOTAL	\$15,480,714	\$14,976,543	\$17,765,984	\$20,232,934	\$21,349,581
<i>Ending Fund Balance</i>					
Nonspendable/Committed/Assigned	\$6,387,860	\$5,128,069	\$6,269,129	\$5,830,000	\$5,950,000
Unassigned/Working Capital/Tax Delinquencies	\$19,939,063	\$25,617,240	\$27,551,650	\$28,312,802	\$28,195,327
TOTAL	\$26,246,353	\$30,745,309	\$33,820,779	\$34,142,802	\$34,145,327
FUND BALANCE					
Revenue over expense (Surplus)	(\$3,347,249)	(\$4,473,801)	(\$2,938,817)	(\$322,023)	(\$2,525)

Commissioner Anderson offered the following resolution and recommendation.

Resolution 5:

Commissioner Anderson made a motion to approve the 2025 Budget and forward the recommendation to the full Commission for approval.

Commissioner Moran seconded the motion the resolution was approved unanimously.

Executive Director's Report

Executive Director Daniel Huff thanked MMCD staff who are Veterans. Executive Director Huff provided an update on the District's Strategic Planning.

Adjournment

Meeting adjourned at 5:30 pm

The Executive Committee proceeded to a Closed Session: Executive Director 6-month evaluation.

The Commission will meet in a closed session pursuant to Minnesota Statutes Section 13D.05, Subdivision 3 (a) to discuss the 6-month performance appraisal of the Executive Director.

Requested by:

Arleen Schacht

Action requested:

Determine whether to waive statutory tort limits

Background:

The District has obtained insurance coverage (General Liability, Property Casualty, Worker's Compensation, etc.) through the League of Minnesota Cities Insurance Trust for several years.

When renewing liability coverage, the District needs to decide whether or not to waive the statutory tort limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

If the District does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the District purchases the optional exceptional liability coverage.

If the District waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$2,000,000 on a single occurrence. The total of all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000 regardless of the number of claimants.

If the District waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total of all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

- The District has traditionally not waived the statutory limits.
- The limits currently are \$500,000 / \$1,500,000.

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

Presented by:

Daniel Huff

Information and Discussion:

Preview of 2025 Commission Business

Background:

We anticipate another exciting year for MMCD. The Commission will have five major items to review and approve this year. These are:

1. MMCD Strategic Plan (April)
2. 2026 maximum property levy (August)
3. 2026 annual budget (December)
4. 10-year capital plan and budget (December)
5. Labor agreement between MMCD and City Employees Union, Local 363 (December)

Additionally, we will continue to engage Commission members in learning about the work of the District through district office tours and staff presentations during Commission meetings. Some of the topics we have planned for this year are:

1. Community engagement and outreach
2. Control materials and environmental impacts
3. Helicopter treatment program
4. Tick and tick-borne disease surveillance
5. Facility, fleet, and organizational assessment

For our February Commission meeting, we will provide a review of the work completed by the District in 2024.

Kim Scott has reserved space for MMCD on the State Capitol grounds for Tuesday, May 6. This will provide us with an opportunity to engage with legislators and their staff and share the good work done by MMCD on behalf of the community. We invite you to attend.

TO: COMMISSION MEMBERS
FROM: DANIEL HUFF
RE: EXECUTIVE DIRECTOR REPORT
DATE: JANUARY 2025

DIRECTOR'S INITIATIVES

Happy New Year! I am looking forward to working with you and the full Commission this year. We received notice from Carver County that Commissioner Lisa Anderson will be joining the MMCD Commission in the seat vacated by Commissioner Degler. Commissioner Lisa Anderson joins Commissioners John Heinrich (Anoka), Kelly Miller (Ramsey), and Bethany Cox (Washington) as new members of the MMCD Commission. An additional vacancy from Ramsey County will be filled by the winner of the Ramsey County District 3 special election being held on February 11.

MMCD's Strategic Planning Committee met earlier this month and drafted four goals, each with three to five strategies. These goals and strategies are based on the 10-year goal statement: *We protect all people in the district from vectors and improve their time outdoors.*

We are hosting an Open House for the Strategic Plan on February 26, following the MMCD Commission meeting. We invite you all to stay after the meeting to participate in the Open House and provide your insights and thoughts. Your feedback is invaluable in shaping the Strategic Plan, and we strongly encourage you to attend. You should anticipate spending approximately 20–30 minutes to participate. This Open House is open to the public and will be publicly noticed.

MMCD sought and received a change in the Minnesota State Statutes governing MMCD so that the Executive Director is no longer required to be an entomologist. Both the Commission and the Technical Advisory Board (TAB) have emphasized that science will continue to drive the work of the District. I have initiated an internal reorganization of the Technical Services Division, elevating the status of the District Entomologist to Senior Manager and member of the Senior Leadership Team. The District Entomologist will report directly to the Executive Director, providing direct advice and guidance and overseeing a newly created Entomology Division.

The Senior Leadership Team met with our new legal counsel, Sam Ketchum and Siobhan Tolar, to begin development of their 2025 work plan. Items prioritized for this year include:

Revising personnel guidelines for seasonal technicians

Reviewing the District's updated Affirmative Action Plan

Reviewing the District's Other Post-Employment Benefits (OPEB) program

Preparing for labor negotiations with City Employees Union, Local 363