

Metropolitan Mosquito Control District

Special Meeting
June 18, 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: **Special Meeting for Full Commission**

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

ONLINE: **Microsoft Teams – [Meeting Link](#)**

DATE: **Wednesday, June 18, 2025**
TIME: **9:15AM**

A G E N D A

1. Call Meeting to Order
2. Roll Call
3. Approval of Agenda*
4. Approve Hiring of Business Administration Candidate*
5. Adjournment

* Action Requested

COMMISSIONER	COUNTY	COMMISSIONER	COUNTY
___ Mandy Meisner	Anoka	___ Angela Conley	Hennepin
___ Jeff Reinert	Anoka	___ Heather Edelson	Hennepin
___ John Heinrich	Anoka	___ Rena Moran	Ramsey
___ John Fahey	Carver	___ Garrison McMurtrey	Ramsey
___ Lisa Anderson	Carver	___ Kelly Miller	Ramsey
___ Mary Hamann-Roland	Dakota	___ Tom Wolf	Scott
___ Laurie Halverson	Dakota	___ David Beer	Scott
___ Liz Workman	Dakota	___ Bethany Cox	Washington
___ Kevin Anderson	Hennepin	___ Fran Miron	Washington

Next Commission Meeting: Wednesday, July 23, 2025, 9:15 a.m.
Next Executive Committee Meeting: Wednesday, June 25, 2025, 9:15 a.m.

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Requested by:
Daniel Huff

Action Requested:
Approve Hiring of Maria Mancilla-Diaz as
MMCD Business Administrator

Business Administrator Arleen Schacht has announced her retirement, effective mid-June 2025. Minnesota Statute 473.704, Subdivision 4, outlines the powers and duties of the MMCD Commission, stating: *"It may employ and fix the duties and compensation for a business administrator who shall administer the business affairs of the commission."*

At the March 2025 Executive Committee meeting, Commissioner Miron offered the following resolution and moved its adoption:

Resolved, the Executive Director is directed to lead an internal committee to review applications, conduct interviews, and select a final candidate to be presented to the Executive Committee and Commission for approval.

Commissioner Anderson seconded the motion. The resolution was approved unanimously.

In May 2025, an internal committee reviewed applications, conducted interviews, and completed reference checks for the final candidate.

We are pleased to recommend the appointment of **Maria Mancilla-Diaz** to the position of Business Administrator, contingent upon the successful completion of a criminal background check.

Maria currently serves as Chief Administrative Officer for Southwest Transit in Eden Prairie. Her previous roles include Chief Financial Officer at Express Image in St. Paul and Finance Manager at Republic Services in Eden Prairie. She holds a B.S. in Administration from the University of Nevada, Las Vegas (UNLV) and a J.D. from Hamline University School of Law.

Maria's complete resume is attached separately for your review.

Resolution to Hire Business Administrator

WHEREAS, the Metropolitan Mosquito Control District has completed its selection process for the position of Business Administrator; and

WHEREAS, Maria Mancilla-Diaz has been identified as the finalist best qualified to fulfill the responsibilities of the position;

NOW, THEREFORE, BE IT RESOLVED, that the District Commission authorizes the hiring of Maria Mancilla-Diaz as Business Administrator, contingent upon successful completion of a criminal background check.

Maria Mancilla-Diaz, Esq. SPHR

Tel: 702-468-1562 Email: mariamancilla@mariamancilla.com

Highly accomplished and strategic Chief Administrator Officer with over 20 years of progressive leadership experience in financial management, operations, human resources, and safety oversight within public and private sector organizations. Proven ability to drive financial stability, manage complex projects, ensure regulatory compliance, and foster collaborative work environments. Expertise in budget development, strategic planning, risk management, and team leadership. Seeking to leverage extensive experience and a commitment to operational excellence as the Business Administrator for the Metropolitan Mosquito Control District.

Education

Juris Doctorate | Hamline School of Law | 2015

Bachelor of Science | Administration | University of Nevada Las Vegas | 2005

Professional Experience

Southwest Transit, Eden Prairie, MN

Chief Administrator Officer | January 2022 – Present

- Provide comprehensive financial oversight, ensuring fiscal responsibility and alignment with organizational objectives.
- Lead the budget process of all public funds: general, special revenue, and capital.
- Implemented key performance indicators, including cost per rider, and through diligent financial management and operational improvements, successfully improved the cost per rider, demonstrating enhanced efficiency and resource optimization.
- Drove financial performance, consistently ensuring that revenues exceed expenses, contributing directly to the company's profitability and financial stability.
- Work closely with external auditors to complete the annual audit (ACFR).
- Manage the cash flow and investments with our external brokers, Pershing.

- Oversee all aspects of Human Resources, including policy development, employee relations, and benefits administration.
- Collaborate on the development and execution of the agency's 5-year Capital Improvement Plan (CIP) projects.
- Contribute directly to the achievement of Southwest Transit's strategic goals, working closely with the SWT Commission and SWT Staff.
- Manage safety programs and risk mitigation strategies to ensure a secure working environment.
- Actively participate in the development and implementation of organizational policies and procedures across all departments.
- Oversee the management of insurance programs to mitigate organizational risks.
- Lead efforts in securing grants and other external funding sources to support capital projects and operational needs.
- Implement and monitor internal controls to safeguard organizational assets.
- Navigate legal and compliance issues, including Title VI and data practices, ensuring adherence to relevant regulations.
- Support the SWT Commission with reports, data, and expert insights.

Express Image, St. Paul, MN

Chief Financial Officer | April 2020 – June 2022

- Served as the Chief Financial Officer, providing strategic financial leadership and direction for the manufacturing organization.
- Held responsibility for all financial controlling functions, including budgeting, financial reporting, and analysis.
- Directed the Human Resources department, overseeing recruitment, employee relations, and compensation.
- Oversaw Information Technology infrastructure and risk management protocols to ensure operational efficiency and security.
- During the challenging COVID-19 pandemic, implemented creative solutions such as work-share programs to successfully prevent layoffs within the manufacturing workforce.

Republic Services, Eden Prairie, MN

Finance Manager | December 2004 – March 2020

- Managed and analyzed financial performance, providing insights and recommendations to senior leadership.
- Developed and oversaw annual budgets, ensuring alignment with strategic objectives and efficient resource allocation.
- Prepared detailed financial reports and presentations for internal and external stakeholders.
- Collaborated closely with engineering teams on million-dollar capital projects, including sulfur treatment and gas-to-energy initiatives, providing financial oversight and analysis.
- Partnered with the Executive Director on strategic financial planning and reporting, contributing to key organizational decisions.
- Managed the financial aspects of capital expenditure projects, ensuring projects were within budget and providing return-on-investment analysis.
- Developed and implemented financial controls and procedures specific to landfill operations to ensure accuracy and compliance.
- Provided financial expertise and guidance to cross-functional teams involved in landfill projects and operations.
- Contributed to the financial modeling and feasibility studies for new landfill initiatives and expansions.
- Analyzed operational costs and identified opportunities for efficiency improvements within the landfill division.
- Prepared specialized financial reports related to landfill operations, environmental compliance, and project expenditures.

Volunteerism

Volunteer Lawyers Network, Minneapolis, MN

Attorney | December 2018 – Present

Minnesota Public Transit Association, St. Paul, MN

Treasurer | December 2023 – Present

Eden Prairie Chamber of Commerce, Eden Prairie, MN

Treasurer | January 2019 – January 2024