Metropolitan

Mosquito Control District

Commission Meeting
April 22, 2026
9:15 AM

Information Packet

METROPOLITAN MOSQUITO CONTROL DISTRICT
COMMISSION MEETING AGENDA

APRIL 22, 2026 – 9:15 AM

1. Roll Call
2. Welcome and Introduction

CONSENT AGENDA *The following items (3-4) are administrative in detail and will be approved in one motion unless a Commissioner wishes to withdraw an item for discussion.

3. Approval of Commission Meeting Minutes for February 26th, 2026
4. General Checks and Claims 81340-81521

REGULAR AGENDA

5. Recognize New Staff Members
6. Recognize Kathy Beadle
7. Legislative Update – Kim Scott & Peg Larsen
8. TAB presentation* - Christopher Smith & Dr. Scott Larson
9. Approve BWBR Projects for Bidding*
10. Approve Purchasing Policy*
11. Additional Merit Step for Field Operations Supervisors*
12. Executive Director's Report
13. Other Items
14. 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 Full Commission Meeting: July 22nd, 2026 9:15am
Next Executive Committee Meeting: May 27th, 2026 9:15am

METROPOLITAN MOSQUITO CONTROL DISTRICT
COMMISSION MEETING

MINUTES

FEBRUARY 26, 2026 – 9:15AM

Roll Call:

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

Staff:
Daniel Huff, Executive Director
Maria Mancilla-Diaz, Business Administrator
Jon Peterson, Assistant Director
Scott Larson, PhD, District Entomologist
Jennifer Macchia, Business Office Manager
Alex Carlson, Public Affairs Manager
Monte Ebbesen, Administrative Assistant

Guests:
Peg Larson, MMCD Lobbyist
Kim Scott, MMCD Lobbyist
Sam Ketchum, MMCD Legal Counsel
Jana Sullivan, MMCD Legal Consultant
M. Kathleen Murphy, Commissioner Assistant (Miller)

Chair Rena Moran called the meeting to order at 10:01am. Business Administrator Maria Mancilla-Diaz took roll call. Commissioners present were Commissioners Reinert, Heinrich, Anderson (Carver), Halverson, Hamann-Roland, Anderson (Hennepin), Edelson, McMurtrey, Moran, Beer, and Wolf, thus meeting quorum. Commissioner Cox joined the meeting remotely due to an inability to travel.

Due to Chair Moran's planned departure from the meeting at 11am, she suggested switching Agenda Item 6 (Legislative Update) and Agenda Item 9 (Approval of the Collective Bargaining Agreement).

Commissioner Mary Hamann-Roland motioned to approve the amended meeting agenda; Commissioner Lisa Anderson seconded the motion. The motion was approved unanimously.

Commissioner Kevin Anderson then moved to approve the consent agenda; Commissioner Hamann-Roland seconded the motion. The motion passed unanimously.

Chair Moran continued onto the Approval of the Collective Bargaining Agreement. Commissioner Laurie Halverson moved to approve the Collective Bargaining Agreement; Commissioner Hamann-Roland seconded the motion. The Collective Bargaining Agreement was approved without dissent. Brief discussion occurred between Commissioner Jeff Reinert and Ms. Mancilla-Diaz regarding employee benefits as outlined in the Agreement.

Chair Moran then invited MMCD Lobbyists, Kim Scott and Peg Larsen, to present their legislative update. Ms. Larsen began with a brief summary of the first legislative session of the Minnesota Senate, noting Senator John Hoffman's return to the floor and extension bipartisan discussions over fraud and federal activity in Minnesota, as well as increased security at the Capitol and discussions regarding the $907 million bonding bill. Ms. Larsen and Ms. Scott presented updates on their work bringing tire legislation to the floor.

Chair Moran asked Ms. Scott and Ms. Larsen when the Senate's first deadline was. Ms. Scott responded that it was March 27th. Commissioner Reinert asked why legislators could not discuss ICE presence and fraud simultaneously. Ms. Scott explained that the two issues were emotionally charged for both political parties. Further discussion occurred regarding legislative productivity. Ms. Larsen thanked Commissioner Hamann-Roland for connecting MMCD with Representative Robert Bierman to discuss tire legislation. Chair Moran thanked Ms. Scott and Ms. Larsen for their work.

Chair Moran then invited MMCD staff to present their summary of MMCD's activities in 2025. Before the presentation, Public Affairs Manager Alex Carlson provided Commissioners a copy of MMCD's first Annual Report. Mr. Carlson then introduced presenters, Assistant Director Jon Peterson and District Entomologist Dr. Scott Larson.

Mr. Peterson began his presentation by thanking Mr. Carlson for his scrupulous work in the 2025 season in managing public relations and response. Mr. Peterson then provided a brief overview of the area that MMCD services and 2025 season highlights. Dr. Larson noted that the season was characterized by high precipitation and high numbers of larva found. Mr. Peterson and Dr. Larson showed several graphs depicting key data from the 2025 season, including larval numbers, adult mosquito numbers, acres treated, and cattail mosquito (*Coquillettidia perturbans*) acres found breeding. Mr. Peterson noted that MMCD staff found atypically high numbers of cattail sites breeding. Mr. Peterson also mentioned that the District was having difficulty acquiring another drone due to tariffs.

Dr. Larson then shared with Commissioners that the 2025 season high rates of West Nile Virus in both mosquito and human populations within the District. Dr. Larson briefly explained a graph depicting the Minimum Infection Rate over the 2025 season and emphasized that MMCD staff performed increased surveillance in response. Mr. Peterson added that MMCD staff performed more catch basin treatments than typical as another part of MMCD"s response. Following, Mr. Peterson shared that the MMCD Technical Advisory Board (TAB) approved increased use of Sumilarv in the 2026 season and that MMCD was transitioning to a drop-off based tire disposal program.

Dr. Larson then gave a brief overview of MMCD's response to the discovery of invasive *Aedes* mosquitoes in the St. Paul Como Conservatory. Commissioner Hamann-Roland thanked Mr. Peterson

and Dr. Larson for their work and asked if MMCD went to the Minnesota Zoo. Mr. Larson responded affirmatively. After discussion, it was clarified that the Minnesota Zoo was not a concern.

Chair Moran departed at 10:55am, after which Commissioner Lisa Anderson acted as Chair.

Mr. Peterson briefly shared MMCD's plans for 2026. Commissioner Heinrich asked Mr. Peterson and Dr. Larson some questions regarding the use of Sumilarv in wetlands versus catch basins.

Acting Chair Anderson invited Executive Director Daniel Huff to present his report. Mr. Huff emphasized MMCD transition from a TAB report to an Annual Report and thanked Mr. Carlson for taking lead on its production. Mr. Huff also gave kudos to Como Conservatory staff for their excellent partnership and collaboration. Mr. Huff then reported to Commissioners MMCD leadership had received a preliminary cost estimate for the District's capital projects, which had exceeded expectations. Mr. Huff explained that labor and material costs have risen significantly within the past few years, and MMCD staff would update Commissioners as information was received. Mr. Huff then informed Commissioners of new hires at MMCD and success at MMCD's annual TAB meeting. He expressed excitement for the upcoming 2026 season.

Acting Chair Anderson thanked Mr. Huff for his report. The meeting was adjourned at approximately 11:10am.

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Presented by:	**Informational:**
Jennifer Macchia	Recognition of New Staff

Colette Emanuel – Started at MMCD in 2023 as a seasonal employee on the catch basin crew, then in 2025 became the seasonal catch basin supervisor. Colette has been hired as a Field Operations Supervisor at the Oakdale facility.

Alex Dyakin – Started at MMCD in 2019 as a seasonal field technician, in 2025/2026 Alex developed our metrics dashboard which will be rolled out sometime this year. Alex has been hired as a Field Operations Supervisor at the Rosemount facility.

Sarah Kroening – Started at MMCD in 2022 as a lab technician, then in 2022-2024 as a field technician – Sarah took a year off to earn a master's degree. Sarah has been hired as a Field Operations Supervisor at the Rosemount facility.

Pardra Her – New to MMCD – came from Life Source tissue and organ donation non-profit. She has over 11-years of experience in human resources. Pardra has been hired as a Human Resources coordinator for the District.

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Presented by:	**Informational:**
Jon Peterson	Recognition of Kathy Beadle

In 2024, we made the decision to reimagine what we call the "Fishbowl." Once a small, dark, and uninspiring conference room, the space no longer reflected who we are or the work we do. Our vision was to transform it into an inviting environment that captures the beauty of the natural landscapes our field staff encounter every day, something that could also be shared with all who visit our facility.

To bring this vision to life, we put out a call for a volunteer to create a mural for the space.

Kathy Beadle, a Field Operations Supervisor from our Oakdale facility, enthusiastically stepped forward. Kathy brings exceptional artistic talent and creativity to everything she does. Many of MMCD's recruiting and public information brochures feature her designs, and her keen eye for visual storytelling plays an important role in how our organization connects with the public.

Kathy generously volunteered her time and talents to create what is now a stunning mural that welcomes everyone as they walk upstairs in our St. Paul facility. The transformation is remarkable—the space is now bright, welcoming, and uniquely reflective of MMCD and our mission.

Today, we are proud to celebrate this revitalized gathering space and, most importantly, to recognize Kathy for going above and beyond. Her contribution has left a lasting impression, and we are deeply grateful for the creativity, dedication, and heart she brings to MMCD.

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Presented by:	**Informational:**
Kim Scott & Peg Larsen	Legislative Update

The deadlines have passed for all but finance committees, taxes, and bonding. The House has already had a motion to adjourn sine die (final adjournment for the legislative session) courtesy of Rep. Ron Kresha—the motion failed on a 72-58 vote. The motion was made by Rep. Kresha to highlight criticism of Gov. Walz, but the vote also reflected how difficult progress in a tied House has become.

What would the legislature be without drama? In the past month, the newest drama came in the form of another legislator DWI from Rep. Elliott Engen, who is not running for his House seat in November because he is running for State Auditor. Along with Rep. Engen in the car was an allegedly intoxicated Rep. Walter Hudson who was in possession of his firearm, for which he holds a permit to carry (regardless of the permit, it is illegal to carry a pistol under the influence). Both representatives have been stripped of their committee assignments and are the subject of ethics complaints in the House.

While the major business of lawmaking has thus far mostly evaded the 2026 legislature, the House managed to pass a "Grandparents Happy Hour" bill that would allow nursing homes, assisted living facilities, and other specified establishments to serve alcohol to residents and guests. Bills that have made it to Gov. Walz's desk include stopping for school buses with flashing red lights and the elimination of Cesar Chavez Day, among a few others.

The perennial question is how will this all come together? In the Senate, the answer may be one collective finance omnibus bill with any policy left to find its own path to the floor…even though a Minnesota Court of Appeals is currently weighing the legality of "jumbo" omnibus bills in light of the constitution's provision that legislation must have a single subject (AKA the single-subject rule). The House seems to have a plan to do as little as possible. With everyone up for reelection in November, running for Governor, retiring, or existing in legislative tie purgatory, action is in short supply.

MMCD's bonding proposals, renovation of the St. Paul laboratory, as well as a new Maple Grove facility are being introduced for consideration. We had a productive meeting at Liberty Tire to discuss their waste tire recycling process and how we may work together on a waste tire strategy.

The legislature must adjourn sine die by May 18th.

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Requested by: Dr. Scott Larson **Presented by:** Christopher Smith, MnDOT	**Action Requested:** Approve the 2026 resolutions as set by the MMCD Technical Advisory Board

Background:

On February 11th, 2026, the Technical Advisory Board (TAB) convened for their annual meeting at the MMCD St. Paul office. Board members include representatives from the University of Minnesota, the MN DNR, Department of Health, USFW, and other government entities and collaborators.

MMCD staff presented summaries of field and lab activities from the 2025 season, as well as operational plans going into 2026. After productive discussion, representatives from each of three TAB workgroups presented their resolutions.

TAB Chair Chris Smith (MnDOT, Protected Species Program Coordinator) will present to MMCD Commissioners the TAB resolutions for their approval.

Control Materials Workgroup

TAB Representative: Philip Monson, MNPCA

- In response to the increased levels of larvicidal resistance being found across the Midwest, we would like MMCD to evaluate populations of Culex mosquitoes for potential resistance to Methoprene.
- We would like MMCD to evaluate additional adulticidal molecules for potential use in emergency situations in future.
- We would like a continued effort placed on educating the MMCD staff about the control materials used each year and the MOAs behind each material.
- In an attempt to reduce larvicidal resistance, we would like to see the use of Sumilarv expanded in 2026.

Public Health Workgroup

TAB Representative: Elizabeth Schiffman, MN Department of Health

- **Monitor exotic mosquito species:** Continue tracking introductions and assess potential public health impacts.
- **Enhance surveillance of *Culex tarsalis*:** Expand monitoring efforts and address surveillance gaps related to its distribution and disease transmission.
- **Strengthen communication:** Improve coordination and information sharing between the Minnesota Department of Health (MDH) and Local Public Health (LPH) agencies to ensure timely response and unified messaging.

Integrated-Pest-Management Workgroup

TAB Representative: Dr. Steven Kells, University of Minnesota

- The TAB supports the program presented in the 2025 review and acknowledges and appreciates the efforts of the MMCD staff in its preparation.
- The TAB wishes to acknowledge recent retirees and thank them for their service.
    - Mark Smith, Technical Advisory Board
    - Diann Crane, Entomologist
    - Arleen Schacht, Business Administrator
    - Kyle Beadle, Regional Operations Manager at the Plymouth facility
    - Scott Grant, Field Operations Supervisor at the Oakdale facility
    - Monica Wickelgren, Field Operations Supervisor at the Rosemount facility
    - Eric Sell, Field Operations Supervisor at the Rosemount facility
- The TAB appreciates MMCD's continued commitment to preventing the spread of invasive species during its work.
- The TAB supports MMCD's creation of subcommittees to discuss and advise on specific areas of MMCD operations, including the hosting of cross-training opportunities.
- The TAB appreciates MMCD's continued commitment to preventing the spread of invasive species in its work.
- The TAB supports MMCD's tickborne disease surveillance efforts and encourages MMCD to continue to explore ways to incorporate tick-borne disease suppression efforts into its program.
- Regarding the Field Operations Manual:
    - Handle the FOM as a Standard Procedure document including information for communications both for external and internal use.
    - Incorporate an IPM chapter in the FOM with emphasis on "why" we conduct the work we do.
    - Designate tasks as prevention versus control.
- Develop a formal review process of MMCD procedures, locations, and chemistries in regard to endangered, threatened, and non-target species.

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Presented by:	**Action Requested:**
Maria Mancilla-Diaz	Approve the Maple Grove Storage Structure and Saint Paul Lab Renovation projects and authorize staff to initiate the formal competitive bidding process.

MMCD has been evaluating two related capital projects intended to support its operational capacity, future growth, and workplace safety:

- The Saint Paul Lab Renovation, which is intended to improve laboratory, support, and staff spaces, including identified laboratory areas, workshop space, library, and break room functions.
- The Maple Grove Storage Structure/Warehouse Build, which is intended to expand storage and operational space in support of MMCD's ongoing and future program needs.

If the Commission authorizes staff to proceed, the projects will move into the bidding phase in May and June. During that process, staff would solicit and evaluate bids, confirm pricing, and identify any scope refinements or value considerations that may be appropriate based on market responses.

In addition, staff have completed the due diligence requested through Executive Committee guidance to determine whether existing buildings or warehouse options may be available that could provide cost savings in lieu of new construction. Staff will continue this due diligence as a parallel track up to the time the Maple Grove project is awarded so that MMCD can consider potential cost-saving opportunities alongside the bidding process. Advancing the projects to bid remains a prudent next step because it will provide MMCD with current competitive pricing and a more reliable basis for final decision-making. Approval to proceed with bidding does not, by itself, commit MMCD to construction; rather, it positions the organization to make an informed decision in July after bids are received and analyzed.

Following receipt and review of bid information, staff will return to the full board at the July meeting with a recommendation regarding contract award and next steps. This phased approach allows MMCD to keep the projects on schedule while ensuring that final construction authorization is based on actual bid results.

Conclusion

For the reasons described above, it is recommended that the MMCD Commission approve moving forward with the Saint Paul Lab Renovation and the Maple Grove Warehouse Build/Storage Structure for bidding purposes. Doing so will support MMCD's operational needs, planned expansion, and safety objectives, while preserving full board review and approval of final bid results.

Action Requested:

Approve staff to proceed with bidding for the Saint Paul Lab Renovation and Maple Grove Storage Structure/Warehouse Build, with bid results and final project approval to return to the full board.

Project Approval & Procurement Lifecycle

Metropolitan Mosquito Control District (MMCD)

Standardized Procedures

PHASE I: INTERNAL AUTHORIZATION

1. **Executive Committee Review:** Detailed evaluation of project scope and budget requirements. The Committee prepares a formal recommendation for the full Board regarding authorization to proceed.
2. **Full Board Approval:** Official authorization of the project scope, budget, and the legal authority to proceed to public solicitation.

PHASE II: SOLICITATION & STATUTORY COMPLIANCE

3. **Public Bidding Release:** The project is released for public bidding under MMCD's governing authority.

   Governing Statutes: Minn. Stat. § 473.703 and the competitive contracting procedures set forth in Minn. Stat. § 471.345.

4. **Notice of Solicitation:** Notice is published to ensure transparency and broad competitive interest.
5. **Sealed Bid Receipt & Public Opening:** Bids are received until the stated deadline and opened in a public forum to maintain process integrity.

PHASE III: EVALUATION, AWARD & EXECUTION

6. **Technical Evaluation:** Staff review all submitted bids for responsiveness to specifications and vendor responsibility. The evaluation identifies the lowest responsible bidder for the project.
7. **Board Contract Award:** The full Board considers the staff recommendation and formally approves the contractor award based on the lowest responsible bid.
8. **Execution & Commencement:** Final contract execution occurs, followed by the official project launch and construction start.

Note: This document serves as an administrative summary. All actions must comply with Minnesota Open Meeting Law and relevant Municipal Contracting Laws.

Document Date: April 2026

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Requested by:	**Action requested:**
Sam Ketchum	Approval of Procurement and Purchasing Resolution and Policy

Background

This report outlines a proposed Commission resolution and Metropolitan Mosquito Control District Purchasing and Procurement Policy. The District's enabling statute under Minnesota Statutes, Chapter 473 provides some requirements and authority for District contract procurement, approval, and execution. It requires the District to follow procurement rules for the purchase of materials, supplies, and equipment under the Uniform Municipal Contracting Law, or Minnesota Statutes, Section 471.345 ("UMCL"). However, the District's current policy does not address procurement of contracts not governed by the UMCL. The current policy also does not clearly outline delegated authority between the Commission, Executive Committee, and District leadership. It does not incorporate other laws or District policies about procurement, approval, and execution.

Overview of the Resolution and Proposed Policy

District staff are proposing that the Commission approve a Resolution and Policy outlining the main following procedures:

1. Goals – The procedures outline goals of legal compliance, stewardship of public funds, flexibility, and streamlined contract processes.
2. Procurement of UCML-governed Contracts – The procedures would incorporate UCML procurement rules, such as bidding requirements and thresholds, for contracts for the purchase of materials, supplies, and equipment.
3. Procurement of non-UCML-governed Contracts – The procedures provide procurement rules for contracts not governed by the UCML, such as professional services, including sourcing methods and thresholds.
4. Delegated Authority to Executive Committee – The procedures would authorize the Executive Committee to have the same authority to approve contracts as the full Commission.
5. Delegated Authority to District Leadership – The procedures would authorize District leadership to approve contracts of $174,999 or below without seeking additional Commission or Executive Committee approval.

Notes

District staff and legal counsel presented the proposed policy to the Executive Committee at its March 18, 2026 meeting. There was some discussion on the background of the policy and a request from the Executive Committee to provide the above overview. The Executive Committee moved to recommend that the Commission consider approval of the Policy.

District staff and legal counsel recommend the Commission adopt the Resolution and Policy. The Commission may instead choose to direct District staff and legal counsel to make revisions or provide additional feedback. The Commission would retain authority to revise or repeal the Resolution and Policy after adoption.

Included in the packet are the following documents:

1. The District's current Policy; and
2. Proposed Commission Resolution Delegating Contract Approval and Signature Authority, Setting District Staff Contract Approval Limits, and Establishing a Purchasing and Procurement Policy; and
3. Proposed Metropolitan Mosquito Control District Purchasing and Procurement Policy.

METROPOLITAN MOSQUITO CONTROL DISTRICT

RESOLUTION NO. 1

**RESOLUTION DELEGATING
CONTRACT APPROVAL AND SIGNATURE AUTHORITY, SETTING DISTRICT STAFF CONTRACT APPROVAL LIMITS,
AND ESTABLISHING A PURCHASING AND PROCUREMENT POLICY**

WHEREAS, pursuant to Minnesota Statutes Section 473.701, the Metropolitan Mosquito Control District (the "District") was created to control mosquitoes, disease vectoring ticks, and black gnats (Simuliidae) in the metropolitan area; and

WHEREAS, the Metropolitan Control Commission ("Commission") is the governing body of the District; and

WHEREAS, pursuant to the District Bylaws adopted and passed by the Commission, Article IV, Section 1, the Executive Committee is responsible for reviewing and approving fiscal procedures; and

WHEREAS, the Commission hereby delegates additional authority to the Executive Committee of the Commission, including contract approval for contracts $175,000 or more; and

WHEREAS, the Commission recognizes that the administrative nature and complexities of District purchasing, contract approvals, contract execution, and project management, can cause timing constraints and urgent business need; and

WHEREAS, the Commission hereby finds that based on those ongoing administrative challenges, District Staff shall be authorized to enter into contracts for the purchase of goods, supplies, equipment, materials, construction, and services on MMCC's behalf for purchases of $174,999 and below without seeking MMCC and/or Executive Committee review and approval; and

WHEREAS, the Executive Director and/or Business Administrator shall be authorized to sign contract agreements for the purchase of goods, supplies, equipment, materials, construction, and services thereby binding the District and Commission, of $174,999 and below on behalf of the Commission; and

WHEREAS, the District Staff has drafted a Purchasing and Procurement Policy based in Minnesota Statutes, case law, and industry best practice; and

WHEREAS, the MMCC hereby approves the Metropolitan Mosquito Control District Purchasing and Procurement Policy in its draft and final forms; and

NOW, THEREFORE, BE IT RESOLVED, by the Commission of the Metropolitan Mosquito Control District as follows:

1. The MMCC hereby authorizes the Executive Committee to approve District contracts in the amount of $175,000 without additional Commission review or approval unless requested.

2. The MMCC hereby authorizes District staff to enter into contracts on behalf of the Commission for purchases of $174,999 and below without additional Executive Committee or Commission review or approval unless requested.

3. The MMCC hereby authorizes the Executive Director and/or the Business Administrator to sign contract agreements for the purchase of goods, supplies, equipment, materials, construction, and services thereby binding the District and MMCC, of $174,999 and below on behalf of the MMCC.

4. The MMCC hereby approves the "Metropolitan Mosquito Control District Purchasing and Procurement Policy" in its draft and final forms and directs staff to develop standard operating procedures in connection therewith.

Adopted by the Commission of the Metropolitan Mosquito Control District, Minnesota on this 22nd day of April 2026.

_____
Rena Moran, Chair

ATTEST:

_____
Maria Mancilla-Diaz, Business Administrator

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Presented by:	**Action Request:**
Daniel Huff	Approve the Additional Merit Step for Field Operations Supervisor

Background

The Metropolitan Mosquito Control District's collective bargaining agreement provides the Employer with the discretion to award an additional merit step to Field Operations Supervisors who demonstrate exceptional performance and contributions to the District.

While the contract establishes this authority, it does not specify the internal process for identifying, evaluating, and approving potential candidates. The absence of a clear process can create uncertainty for staff and supervisors regarding how the provision is implemented.

To address this, staff have developed the attached Policy: Additional Merit Step for Field Operations Supervisors. The policy establishes consistent evaluation criteria, a structured nomination process, and a transparent review procedure to guide decision-making.

The policy is intended to:

- Ensure the process outlined in the collective bargaining agreement is fair, transparent, and consistently applied across all facilities.
- Provide clear guidance to Regional Operations Managers and staff regarding eligibility considerations and merit criteria.
- Recognize exceptional contributions that have District-wide impact, such as leadership on strategic initiatives, cross-facility collaboration, and operational innovation.
- Maintain appropriate management discretion, consistent with the collective bargaining agreement and budget limitations.

The policy also introduces an equity review step among Regional Operations Managers and establishes documentation and reporting practices to ensure consistent application across the District.

Union stewards were provided a copy of the policy. We have received no comments or questions.

Action Requested:

Approve the Additional Merit Step Policy for Field Operations Supervisors.

Metropolitan Mosquito Control District
Policy: Additional Merit Step for Field Operations Supervisors (FOS)

1. Purpose

This policy establishes clear, consistent criteria and procedures for evaluating discretionary additional salary-step increases for Field Operations Supervisors (FOS). The intent is to ensure fairness, transparency, consistency, fiscal responsibility, and equity across all District facilities while recognizing sustained excellence and District-wide impact.

2. Authority and Relationship to Collective Bargaining Agreement

This policy is adopted by the Metropolitan Mosquito Control District Commission pursuant to its authority to administer compensation in accordance with the applicable collective bargaining agreement.

This policy establishes guidelines for the discretionary award of an additional salary step as permitted under the labor agreement. Nothing in this policy alters, amends, or supersedes the collective bargaining agreement.

Awards under this policy are subject to annual budget appropriation and available funding. The Employer retains full discretion under the Collective Bargaining Agreement regardless of the policy.

Section 3. Eligibility Threshold (Minimum Considerations)

Employees may be considered for an additional merit step if they meet the following conditions. These criteria are intended to guide evaluation and promote consistency across facilities. Meeting these conditions does not guarantee the award of an additional step, and the Employer retains full discretion under the collective bargaining agreement.

To normally be considered, an employee should:

- Be a permanent employee in good standing.
- Have completed approximately three (3) consecutive years of service as a Field Operations Supervisor since hire and have not previously received an additional merit step.
- Have received consistently strong performance evaluations, generally reflected by multiple "Excellent" performance ratings.

"Excellent" performance means receiving the highest possible rating on the District's annual performance evaluation for Field Operations Supervisors, reflecting consistent achievement of or surpassing all key job expectations and goals.

- Have demonstrated compliance with District policies, safety requirements, and required training.
- Have no recent significant disciplinary actions.

The Employer may consider additional factors as appropriate. Failure to meet one or more of these considerations does not automatically preclude an employee from receiving an additional merit step.

Section 4. Merit Criteria (Evaluation Factors)

In evaluating whether to award an additional merit step, the Employer may consider demonstrated excellence in one or more of the following areas of District-wide contribution. These contributions should reflect measurable positive impact on multiple facilities, regions, or the District as a whole rather than being limited to a single site.

Examples of such contributions include, but are not limited to:

A. Strategic Plan Engagement

Active participation in and meaningful contribution to the District's long-term goals and initiatives as outlined in the Strategic Plan, including leading and/or supporting projects that advance these objectives.

B. Project and Team Leadership

Successful leadership of cross-functional teams or major projects that improve collaboration, operational performance, and/or service delivery across the District.

C. Initiative and Innovation

Proactively identifying and implementing improvements, new approaches, and/or operational efficiencies that benefit District programs and/or services beyond routine job duties.

The Employer may consider the scope, impact, and sustainability of these contributions when determining whether to award an additional merit step.

Section 5. Nomination Process (ROM-Based)

A. Source of Nominations

Regional Operations Managers play a primary role in identifying potential candidates and may submit nominations for consideration. Nominations help ensure that employees demonstrating significant contributions are brought forward for review.

B. Annual Nomination Guidance

To promote balanced consideration across regions, each Regional Operations Manager will normally submit no more than one nomination per calendar year. The Employer retains discretion to consider additional candidates as appropriate.

C. Documentation Requirements

Nominations should include written documentation addressing:

- Verification of eligibility considerations
- Identification of relevant merit criteria
- Specific examples of District-wide impact
- Strategic or project contributions
- Supporting performance records

D. Submission Timeline

Nominations must be submitted to the Assistant Director no later than October 1 of each calendar year to allow adequate review prior to anniversary dates.

6. Equity Review and Evaluation Process

All nominations shall be reviewed collectively by the Regional Operations Managers prior to submission to senior management. The purpose of this review is to:

- Ensure consistent standards
- Promote equity across regions
- Avoid regional disparities
- Validate documentation and impact

Following the equity review, nominations shall proceed through the following process:

1. Regional Operations Manager Nomination
2. Regional Operations Manager Collective Equity Review
3. Senior Management Review
4. Executive Director Approval

Final approval rests with the Employer.

7. Annual Award Limitation

Due to budgetary constraints and the intent that this recognition remains exceptional, the number of additional merit steps awarded in any calendar year shall normally not exceed two (2), unless the Executive Director determines that extraordinary circumstances justify additional awards.

8. Tie-Breaking and Prioritization

When more qualified nominees exceed available awards, senior management will consider:

- Scope of District-wide impact
- Strategic importance of contributions
- Sustainability of performance
- Organizational priorities

9. Documentation, Reporting, and Communication

All decisions shall be documented in writing.

Employees will be notified in writing of approval or denial.

The Executive Director shall provide the Commission with an annual summary of awards granted under this policy.

10. Administrative Procedures

The Executive Director may issue administrative procedures consistent with this policy to implement its provisions.

11. Non-Entitlement and Non-Precedent

Award of an additional merit step does not create an entitlement, expectation, or precedent for future awards and does not limit management discretion.

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Presented by:	**Informational:**
Daniel Huff	Executive Director's Report

As we move into April, our focus is on final preparations for the field season. The helicopters and foggers are calibrated, materials are stocked and seasonal technicians are returning. Field crews have started dipping and finding larvae. We may be flying and treating wetlands as soon as this week.

Today, you will meet several new team members: Alex, Pardra, Sarah and Colette.

Weather will continue to shape early-season conditions. With limited snow cover, we have not seen the level of snowmelt mosquito emergence experienced in 2023 and 2024. While conditions can still change, the outlook points to a more manageable start to the season.

Operationally, we will continue our aggressive approach of targeting cattail mosquitoes and will expand treatments in Priority 2 areas near more densely populated communities to further reduce mosquito pressure for residents. We are also expanding our drone program, with nine drones deployed across the District this season. Despite market challenges, staff were able to secure additional equipment at a favorable cost.

We continue to advance staff safety efforts. New high-visibility vests, improved vehicle identification, and additional signage for field crews will help ensure staff are clearly recognized as public health professionals while working in the field. These are practical steps that reduce risk and improve public awareness. Special thanks to Safety Coordinator Jon Litchy for his work on the vests and signs and Field Operations Supervisor Trent Steffes for the vehicle decals.









You will hear today from our architectural team on our capital facility projects. The design process has been collaborative, incorporating input from our laboratory and field staff to ensure the plans address both current operational needs and long-term priorities. Maria has applied for financial assistance from Hennepin County to support soil remediation for the Maple Grove project, and Kim and Peg are working with legislators to include these projects in the state bonding bill. These investments will enhance safety, improve operational efficiency, and strengthen our capacity to respond to vector-borne disease.

Staff who apply adulticide are required by the Minnesota Department of Agriculture (MDA) to hold a pesticide applicator license. As part of our commitment to the community, MMCD has historically exceeded this requirement by licensing all staff, including those who apply only larvicide.

Recent changes to MDA's licensing process have significantly increased both costs and administrative burden. Over the past year, we have worked with MDA to identify potential solutions; however, those efforts have not resulted in a workable path forward.

As a result, we are adjusting our approach. MMCD will maintain approximately 150 licensed applicators to ensure readiness for adulticide applications in response to a disease outbreak. Approximately 100 seasonal technicians will no longer be licensed and will be limited to larvicide applications.

I want to thank Maria Mancilla-Diaz for her work, in coordination with legal counsel, to develop a new purchasing and procurement policy. This will strengthen consistency, transparency, and alignment with public sector best practices.

I also want to recognize Shawn Mazanec, Field Operations Supervisor in Oakdale, and Facilities Manager Tim Stich for their work correcting MMCD's stormwater utility classification with Ramsey County, resulting in annual savings to the District.

Additionally, thank you to Kathy Beadle, Field Operations Supervisor in Oakdale, for sharing her artistic talent and completing the mural in our conference room. It is a wonderful addition to our space and reflects the pride and creativity of our staff.

Thank you as well to Chris Smith, Chair of the Technical Advisory Board, for joining today's meeting and presenting the Board's February actions.

Finally, several staff attended the American Mosquito Control Association annual conference. MMCD was well represented, delivering ten presentations across a range of topics. Presenters included Scott Larson, Jordan Mandli, Angela Williams, Jon Peterson, Nancy Larson, Murray Parent, and myself, with Caleb Corona delivering three separate presentations. Mikayla Schweigert also attended her first conference, representing the next generation of our workforce. This level of engagement reinforces MMCD's leadership role nationally in mosquito control and public health.

Overall, the organization is well positioned as we enter the field season. I appreciate the continued support and guidance of the Commission.

Departmental Updates

Field Operations
Jon Peterson, Assistant Director

Field operations are officially underway. Reports from field staff indicate that wetlands currently have average to below average water levels. Some staff have observed a small number of larvae in some of the

wetlands inspected. Based on conditions to date and the seasonal temperatures experienced so far, we anticipate that spring will progress as normal.

On April 13, 81 seasonal technicians started at MMCD. Overall, approximately 190 seasonal positions have been filled. Seasonal employees will continue to begin work each week through the first one to two weeks of June. We remain very optimistic that all positions will be filled, as applications continue to be received.

MMCD staff are working in a safe manner and are busy completing many tasks.

- Helicopter calibration was completed on April 7, and drone calibration was completed on April 10. Thank you to all the staff that participated in these calibration events: Tyler Davis, Tom Pexa, Kathy Beadle, Rosa Mueller, Aubrey Soukup, Andrew Cleland, Casey Herrmann, Jon Litchy, Joe Elling, Jake Kirkman, Charlie Guenther, Dan Stith, Trevor Novotny, Gabi Grogan, John Kneip, Angela Williams, Caleb Corona, Alex Dyakin, and Nancy Read. These processes are critical, as calibration is conducted using all control materials planned for use during the season. This annual calibration ensures that the correct amounts of materials are being accurately applied to wetlands.
- MMCD staff are conducting orientations and training sessions, including safety procedures and MMCD protocols, for seasonal employees currently working in the field.
- During the first week of the season (April 13), staff focused on dipping and treating smaller ground sites. During the second week of the season, staff will begin dipping larger air sites. We predict helicopter treatments will begin sometime during the week of April 20.
- Black fly inspections and treatments are scheduled to begin the week of April 20. Small stream treatments typically continue through mid-May, while large river treatments, such as the Minnesota & Mississippi rivers, occur throughout the summer.
- MMCD will be using nine treatment drones this season. To support these operations, MMCD has hired 18 seasonal drone pilots. These pilots are currently studying for and completing the required certifications from the Federal Aviation Administration (FAA) to operate drones and from the Minnesota Department of Agriculture to conduct drone-based treatments. They are also working with field supervisors to review planned treatment sites. Drone treatments are expected to begin during the last week of April.

Entomology Lab
Dr. Scott Larson, District Entomologist

A handful of mosquito larvae have been collected and turned into the lab for identification. These samples contained only very young mosquito larvae, but with the recent warm weather their development will increase in speed. A few adult mosquitoes have also been submitted to the lab. These were Anopheles mosquitoes that overwinter as adults, so their presence is expected. We expect a slow start to the mosquito season because their was no snow on the ground to melt into habitat for our spring Aedes mosquitoes. Instead, we will start seeing more mosquito larvae when we receive some significant rains.

The Entomology Laboratory had its first seasonal employee start this month. The remaining five Laboratory Technicians will start at the beginning of May along with our Tick Technician. We hire this employee earlier in the year than the others because of their experience identifying black flies. Black flies ("biting gnats") have already been found in low numbers in small streams across the District. Black flies can be a major nuisance to humans and animals, so MMCD controls them in the large rivers and small streams in the 7-county metropolitan area. Thankfully, in the US, many species don't bite humans and none carry pathogens that cause human disease. However, they can impact wildlife and livestock by transmitting parasites and when large rivers flood black fly populations can explode and have been known to cause birds to abandon nests, chickens to suffocate, and livestock to die from exsanguination. Also,

when the rivers flood, we are unable to conduct our treatments because high water levels are a danger to our staff and because the amount of control materials we would have to use (due to the volume of water) is prohibitively expensive.

Public Affairs
Alex Carlson, Public Affairs Manager

MMCD in the News



The season hasn't even started yet and MMCD is already making the news! Here are some of the recent stories:

- WCCO News - Mosquito, tick forecast released for Twin Cities — what you need to know
- KARE 11 - Too early to talk about mosquitos? MMCD says they're coming, and expect a surge once again around 4th of July
- Star Tribune - Mosquitoes are back — and it could be a bad year
- WCCO Radio - Believe it or not, here comes another season of ticks and mosquitos

Mosquitoes and Ticks in the News:

Hundreds of hungry mosquitoes, a student volunteer and a mesh suit helped us figure out how these deadly insects reach their targets – David Hu, The Conversation, March 19, 2026

- *From Field Operations Supervisor, Mark Leonard:* The article is based on a scientific publication from Cornell (found HERE) and is an interesting investigation into host-seeking stimuli and the methods to try to quantify the behavior. The news article's writing style is also pretty comical and makes for a quick read. The full publication has a lot of solid information too (although most of the complex mathematics is above what I've been exposed to in the past) and it has good visuals in the supplementary information at the end. The authors discuss how

understanding these behaviors could encourage trapping innovations and help increase catch rates in addition to setting the stage for further studies accounting for more variables.

Lyme disease vaccine shows over 70% efficacy in phase 3 trial – Laine Bergerson, University of Minnesota CIDRAP, March 24, 2026

- Pfizer reports that a new vaccine candidate works to prevent the *Borellia burgdorferi* bacteria, which causes Lyme disease, from leaving the tick and entering the human body. Almost half a million people in the U.S. are diagnosed with Lyme disease each year and this vaccine may help with the fight.

The Winnipeg Goldeyes are rebranding as the Manitoba Mosquitoes for one night!

- In lighter news, the Winnipeg Goldeyes minor league baseball team have announced that they are rebranding as the Manitoba Mosquitoes for a one night promotional event – on July 31st, 2026. Merchandise is available for pre-order now, and I'll admit it looks pretty awesome:

