

**Metropolitan
Mosquito Control District**

**Executive Committee
March 18, 2026
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, March 18, 2026**
TIME: **9:15AM**

A G E N D A

1. Call Meeting to Order
2. Roll Call
3. Approval of Agenda*
4. Consent Agenda
 - a. Approval of January 28th, 2026 Executive Meeting Minutes*
 - b. Approval of February 26th, 2026 Special Executive Meeting Minutes*
5. Legislative Update – Kim Scott & Peg Larsen
6. Insurance Liability Waiver*
7. Approve BWBR Projects for Bidding*
8. Approve Purchasing Policy*
9. Additional Merit Step for Field Operations Supervisors*
10. Executive Director’s Report
11. Other Issues and Announcements
12. Adjournment

* Action Requested

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

Next Commission Meeting: Wednesday, April 22, 2026 – 9:15a.m.

Next Executive Meeting: Wednesday, May 27, 2026 – 9:15a.m.

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Requested by:

Daniel Huff

Action Requested:

Approve Executive Meeting Minutes – January 28, 2026

January 28, 2026 Executive Committee Meeting Minutes

Roll Call:

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

Staff:

Daniel Huff, Executive Director
Maria Mancilla-Diaz, Business Administrator
Alex Carlson, Public Affairs Manager
Jon Peterson, Assistant Director
Jennifer Macchia, Business Office Manager

Visitors:

Sam Ketchum, MMCD Legal Counsel
Jana O. Sullivan, MMCD Legal Counsel
Kim Scott, MMCD Lobbyist
Peg Larsen, MMCD Lobbyist

Chair Moran called the meeting to order at 9:15am. Present members included Commissioners Moran, Workman, Anderson (Kevin), Beer, Anderson (Lisa), and Miron. Commissioner Reinert arrived at 9:16am.

Chair Moran acknowledged the loss of Alex Pretti and asked for a moment of silence.

Commissioner Workman moved to approve the agenda; Commissioner Kevin Anderson seconded. The motion passed unanimously.

Commissioner Miron moved to approve the entire consent agenda; Commissioner Kevin Anderson seconded. The motion passed unanimously.

Chair Moran invited MMCD Lobbyists Peg Larsen and Kim Scott to present their report. Ms. Larsen acknowledged the recent tragedies in Minneapolis. Ms. Larsen and Ms. Scott discussed the ongoing conversations surrounding waste tires. Ms. Scott has begun outreach with the Association of Minnesota Counties (AMC) and the Minnesota Pollution Control Agency (MPCA) which will be part of building a coalition to support action on waste tires. They will also consider seeking grant dollars for

MMCD tire recycling events. There will also be a meeting taking place with Representative Bierman, who is the co-chair of the Public Health Committee.

Commissioner Workman asked about enforcement if the changes were made statewide. Workman also recommended other legislators be involved in the discussion and volunteered to be a part of future meetings that are set up. Commissioner Kevin Anderson suggested that fines would support the cost of enforcement. Anderson suggested meeting with Senators Limmer and Hoffman who are in his district and offered to be part of those meetings. Chair Moran stated that the plan does not have to be perfect yet, but it's important to begin these conversations.

Chair Moran invited Business Administrator Maria Mancilla-Diaz to present about the Plymouth Facility Broker Opinion of Value (BOV). Ms. Mancilla-Diaz gave an update on the estimated cost of updating the Plymouth Facility as provided by vendor Savills. There are three options, which come with different price tags – purchase land and build a new building (\$2.6 million estimate), purchase an existing facility and retrofit (\$2.1 million estimate), demolish the existing facility and rebuild onsite (\$3.6 million estimate). The presentation included examples for reference, which may not be available any more.

Commissioner Kevin Anderson asked if the estimates included the assumed sale of the Plymouth facility. Ms. Mancilla-Diaz confirmed that it was the case. Commissioner Reinert asked if we had a list of needs for the location. Assistant Director Jon Peterson said that the ability to land a helicopter onsite was a necessity for the location. Executive Director Daniel Huff said that exploration is just beginning and MMCD staff will present more details once they are determined. Several Commissioners suggested that a spreadsheet to compare side-by-side would be helpful in future discussions on this topic.

Chair Moran invited Public Affairs Manager Alex Carlson to share a letter directed to the Minnesota Department of Agriculture. The letter would support MMCD facilities becoming a testing site for Pesticide Applicator License testing. Commissioner Miron proposed changing the letter to be addressed to MDA Commissioner Peterson. Commissioner Miron moved to approve the letter with the revisions to be signed by Executive Committee Members. Commissioner Lisa Anderson seconded the motion. The motion passed unanimously.

Chair Moran asked for discussion about moving the date for the March Executive Committee Meeting due to various conflicts for Commissioners and MMCD Staff Members. Some Commissioners asked about the policies regarding virtual attendance. MMCD Legal Counsel Sam Ketchum clarified that Commissioners can attend virtually as long as they provide notice and their cameras are turned on. Commissioner Kevin Anderson moved to approve Wednesday, March 18th as the date for the March Executive Committee meeting. Commissioner Reinert seconded the motion. The motion passed unanimously.

Chair Moran asked for a motion to close the meeting for discussion regarding labor negotiations. Commissioner Lisa Anderson presented the motion. Commissioner Kevin Anderson seconded the motion. The motion passed unanimously.

The meeting entered closed session. Members present include Chair Moran, Commissioners Anderson,(Kevin), Miron, Anderson (Lisa), Beer, Reinert, and Workman. Staff members present include Maria Mancilla-Diaz, Alex Carlson, Daniel Huff, Jon Peterson, and Jennifer Macchia. Guests present include MMCD Legal Counsel Sam Ketchum and Jana O. Sullivan.

Chair Moran asked for a motion to have a second closed meeting for discussion regarding labor negotiations. Commissioner Lisa Anderson presented the motion. Commissioner Liz Workman seconded the motion. The motion passed unanimously.

The meeting entered a second closed session to discuss Executive Director Daniel Huff's performance review. Members present include Chair Moran, Commissioners Miron, Anderson (Lisa), Beer, Reinert, and Workman. Staff members present include Maria Mancilla-Diaz. Guests present include MMCD Legal Counsel Sam Ketchum.

There was consensus to re-open the meeting. Chair Moran provided a conclusion of the discussion that took place during the closed meeting.

Chair Moran invited Executive Director Daniel Huff to provide the Executive Director's report. Mr. Huff shared that the audit is taking place, there is a new Annual Report forthcoming, and that Mr. Huff and Jon Peterson met with every facility to check on staff on the current climate and the upcoming season.

Chair Moran adjourned the meeting around 11:30am.

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Requested by:

Daniel Huff

Action Requested:

Approve Executive Meeting Minutes – February 26, 2026

February 26, 2026 Executive Committee Meeting Minutes

Roll Call:

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

Staff:

Daniel Huff, Executive Director
Maria Mancilla-Diaz, Business Administrator
Alex Carlson, Public Affairs Manager
Jon Peterson, Assistant Director
Jennifer Macchia, Business Office Manager

Visitors:

Sam Ketchum, MMCD Legal Counsel
Jana O. Sullivan, MMCD Legal Counsel

Chair Moran called the meeting to order at 9:01am. Present members included Commissioners Moran, Anderson (Lisa), Beer, and Miron.

Chair Moran asked for a motion to close the meeting for discussion regarding labor negotiations. Commissioner Beer presented the motion. Commissioner Lisa Anderson seconded the motion. The motion passed unanimously.

The meeting entered closed session. Members present include Commissioners Rena Moran, Lisa Anderson, Dave Beer, and Jeff Reinert. Staff members present include Maria Mancilla-Diaz, Alex Carlson, Daniel Huff, Jon Peterson, and Jennifer Macchia. Visitors present include MMCD Legal Counsel Sam Ketchum and Jana O. Sullivan.

Chair Moran adjourned the meeting at 9:29am.

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Presented by:

Kim Scott & Peg Larsen

Informational:

Legislative Update

A month into the 2026 Minnesota legislative session and the main topics of discussion continue to be fraud, fraud, gun control, ICE, and fraud. The budget forecast showed a balance of \$3.7 billion (up \$1.3 billion from the November forecast). This forecast gives the appearance of a surplus, but the reality is a structural imbalance for 2028 and 2029 that could swallow up much of this “surplus.” The forecast is full of uncertainties and information gaps and policymakers were encouraged to spend with caution.

Being a bonding year, the Office of Minnesota Management and Budget indicated that there is capacity for up to a \$1.2 billion bonding bill. However, the legislature must account for the debt service on a bonding bill (a \$1.2 billion bonding bill would require debt service around \$20 million this year and over \$150 million next year). We are working on putting together a bonding proposal with Sen. Limmer, who covers Maple Grove, and have an upcoming meeting with Senate Bonding Chair Pappas to discuss MMCD’s bonding needs.

In this very short session the committee deadlines are coming up fast—March 27th is the combined 1st and 2nd deadline for policy bills. We are working on a bill around tire waste and are encouraged by support from the House Public Health committee for an informational hearing. There are several products in the waste stream that the legislature is working to contend with, for example, mattresses, carpet, and batteries. Tire waste is a part of the discussion around how to manage our solid waste stream with the added urgency around the public health concern of tires acting as the perfect habitat for mosquitoes who carry vector-borne diseases.

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Requested by:

Maria Mancilla-Diaz

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.



LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. [Email completed form to your city's underwriter, to pstech@lmc.org](mailto:pstech@lmc.org), or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could 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 member 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 all claimants could 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.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____

Position: _____

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Requested by:

Maria Mancilla-Diaz

Action Requested:

Move to review and recommend approval of the Maple Grove Storage Structure and Saint Paul Lab Renovation projects, and to authorize staff to initiate the formal competitive bidding process.

Background

BWBR will be presenting on the Metropolitan Mosquito Control District's ongoing facility planning efforts, with a focus on two major capital projects: the Maple Grove Storage Structure and the Saint Paul Lab Renovation. BWBR will begin with an overview of the District's project goals, including improving operational efficiency and workflow, enhancing staff work environments, and creating flexibility for future growth in programs and personnel.

BWBR will then walk through the Maple Grove Storage Structure project, including the proposed building program, site layout, and operational functions such as vehicle and trailer storage, boat parking, pallet racking, and support areas. BWBR will also cover project cost estimating and value analysis work completed to bring the project closer to budget, including potential reductions in building features, material changes, and revised building concepts developed in response to both cost pressures and City of Maple Grove design requirements.

Finally, BWBR will present the current design direction for the Saint Paul Lab Renovation, including updated layouts for office, laboratory, storage, and staff support spaces, with specialized areas for taxonomy, insectaries, tick processing, and pathogen detection.

BWBR will conclude with a high-level schedule for both projects, outlining design, pricing, approvals, bidding, and construction milestones, so the public understands the anticipated path forward.

The project approval and procurement process begins with review by the Executive Committee, which makes a recommendation to the full Board regarding project scope, budget, and authorization to proceed. Upon approval by the full Board, the project is released for public bidding under MMCD's governing authority, including Minn. Stat. § 473.703, and the competitive contracting procedures set forth in Minn. Stat. § 471.345. Notice of the solicitation is then published in the official county newspaper(s), after which sealed bids are received until the stated deadline and publicly opened. Staff will review the bids and prepare a recommendation for award, and the full Board then considers and approves the contractor's award before contract execution and commencement of the project.

Recommendation

Staff recommend that the Executive Committee:

Move to review and recommend approval of the Maple Grove Storage Structure and Saint Paul Lab Renovation projects, and to authorize staff to initiate the formal competitive bidding process.

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 in the official county newspaper(s) 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: March 2026

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Requested by:

Maria Mancilla-Diaz

Action Requested:

Move a favorable recommendation by the MMCD Executive Commission.

Background

As MMCD continues to conduct its operations and procure goods and services necessary to support its mission, it is important to ensure that purchasing practices are guided by a consistent and formal framework. Adoption of a Purchasing Policy will help establish uniform procedures and promote recognized best practices across the organization.

Summary of Policy Objectives

At a high level, the proposed Purchasing Policy is intended to:

- Promote uniformity in procurement processes across MMCD operations;
- Establish clear expectations for purchasing authority, approval, and documentation;
- Support accountability and transparency in the expenditure of MMCD funds;
- Encourage best practices in vendor selection, pricing review, and purchasing administration; and
- Provide a consistent standard for staff and officials involved in purchasing decisions.

Benefits of Adoption

Adoption of the Purchasing Policy is expected to provide the following benefits:

- Greater consistency in purchasing practices;
- Improved internal controls and oversight;
- Clearer guidance for personnel involved in procurement;
- Reduced risk of inconsistent or informal purchasing decisions; and
- Alignment with sound administrative and operational practices.

Recommendation

Move a favorable recommendation by the MMCD Executive Committee to the MMCD Full Commission for approval.

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 MMCD’s behalf for purchases of \$174,999 and below without seeking MMCD 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 MMCD 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 MMCD 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 MMCD 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 MMCD 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 MMCD, of \$174,999 and below on behalf of the MMCD.
4. The MMCD 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 ___ day of April 2026.

Rena Moran, Chair

ATTEST:

Maria Mancilla-Diaz, Business Administrator

METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING

Requested by:
Daniel Huff

Action Requested:
Recommend approval of policy for Additional Merit Step for Field Operations Supervisors (FOS)

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.

Recommendation

Staff recommend that the Executive Committee:

Review and recommend approval of the Additional Merit Step Policy for Field Operations Supervisors and forward the policy to the full Commission for adoption.

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:
Daniel Huff

Informational:
Executive Director's Report

As we move into March, much of our focus has been on preparing for the upcoming field season, which begins in mid-April. Across the District, teams are making final preparations to ensure we are ready to respond quickly and effectively as mosquito populations begin to emerge.

This week, members of the Senior Leadership Team are visiting each of our field offices, as well as meeting with the Entomology and Administration teams. The purpose of these visits is threefold:

- to share updates on District priorities and plans for the season,
- to listen to staff and hear their perspectives, and
- to reconnect in person as we head into our busiest time of year.

These meetings are always valuable opportunities to strengthen communication across the organization and ensure everyone is aligned as we begin operations.

We are also welcoming several new members to our team this month, including three new Field Operations Supervisors and our new Human Resources Coordinator. We are excited to have them joining the District and helping strengthen our operations as we move into the season.

Seasonal recruitment has been very strong. We continue to promote our seasonal positions and have received more than 300 applications to date, which puts us in a strong position to staff the field season with a high-quality workforce. Thanks to two of our field operations supervisors, Andrea Lectka and Shawn Partyka who designed this piece being mailed out to regions we are seeing fewer applications.

Welcome to your office!
HIRING FOR SUMMER NOW!

mmcd
METROPOLITAN MOSQUITO CONTROL DISTRICT

200+ OPENINGS
Seasonal Field, Lab, Drone Pilot,
and more positions available!

GREAT BENEFITS
Starting wages at \$17.45/hr
Paid holidays and time off.
On the job training and certification.
No experience necessary!
Flexible start and end dates.

WE'RE NEARBY!
Offices in Andover, Jordan,
Maple Grove, Oakdale,
Plymouth, Rosemount,
and Saint Paul.

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Weather conditions will play an important role in shaping the early season. If the lack of snow cover continues, we may avoid the large spring emergence of snowmelt mosquitoes that can occur following heavy winter snowfall. While conditions can still change, the current outlook suggests the potential for a more manageable early season.

Operationally, our plan this year—similar to last year—is to aggressively target cattail mosquitoes, which are among the species most responsible for nuisance populations in residential areas. We will also be expanding treatments in Priority 2 areas, particularly those near more densely populated communities, in order to further reduce mosquito pressure where it most affects residents.

We continue to expand our fleet of drones. Tariffs and regulatory uncertainty have made purchasing drones much more difficult and expensive. Joe Elling, head drone pilot and Field Operations Supervisor in Plymouth, was able to acquire a demonstration drone from a dealer in Iowa at a bargain price. A total of nine drones will operate this season, at least one per facility.

Previously, I mentioned our continued evaluation of safety risks for our staff while in the field. We are developing new protocols and purchasing new safety equipment to ensure our staff are as safe as possible. Thanks to the District's safety coordinator, Jon Litchy, for his continued efforts in this area. Jon has purchased new safety vests for all field staff clearly identifying staff as Public Health and Mosquito Control. Additionally, Jon has purchased new road construction-type signs for our bridge, helicopter and drone crews. Trent Steffes, field operations supervisor in Andover, has created new decals for field vehicles to improve visibility and identification.



Today you will hear from our architectural team regarding the District's capital facility projects. The concepts and designs are very exciting and represent an important step forward in modernizing our facilities. At the same time, we are seeing construction cost estimates come in higher than originally anticipated, which reflects broader trends in the construction market. We will continue working with the architects and project team to refine the plans and identify options that allow us to move forward responsibly while maintaining the functionality and long-term value of these investments.

I also want to briefly update the Committee on our discussions with the Minnesota Department of Agriculture regarding pesticide applicator licensing. We had a disappointing meeting recently regarding potential alternative testing options for MMCD staff. According to MDA, their delegation agreement with the EPA prohibits entities from administering certification exams to their own staff.

We continue to explore options and have asked MDA to work with us to identify a solution that meets our shared goals of regulatory compliance, maintaining public trust, and ensuring our operational readiness. For the upcoming season, we are planning to maintain a sufficient number of licensed applicators to

mount an emergency response in the event of a vector-borne disease outbreak, while relying on internal training for new seasonal staff.

I want to thank Maria Mancilla-Diaz for her work with our legal counsel developing a new purchasing and procurement policy for the District. This policy will help strengthen transparency, consistency, and accountability in our procurement processes and ensure they align with public sector best practices and state law.

Finally, I want to thank Shawn Mazanec, Field Operations Supervisor in our Oakdale office, and Tim Stich, Facilities Manager, for their work lowering MMCD's stormwater utility fee. MMCD had been misclassified for years as a commercial property as opposed to a public agency. By working with St. Paul's Assessor's Office, they were able to reduce the District's bill saving us \$1,670 annually.

Overall, the organization is in a strong position as we head toward the start of the season, and I appreciate the continued support and guidance of the Executive Committee.

Departmental Updates

Field Operations

Jon Peterson, Assistant Director

- Current field conditions show wetlands with reduced water levels, many of which remain frozen. Temperatures were warm on March 8th and 9th, but the 10-day forecast again shows daily temperatures dropping below freezing. As of March 9th, no mosquito larvae have been found yet. For comparison, the first larvae were found on March 17th in 2025 and on February 26th in 2024.
- The first group of seasonal technicians will start on April 14th. To date, we have filled 108 of our 208 open seasonal positions. Hiring for seasonal staff will continue through the first week of June.
- We purchased an additional drone, a DJI T20P, this past week, bringing our fleet to nine drones for the 2026 season.
- Staff are completing final preparations for the field season, including developing seasonal staff training, updating maps, and preparing vehicles and equipment for use.

Entomology Laboratory

Dr. Scott Larson, District Entomologist

The Entomology Laboratory is preparing for the rapidly upcoming field season. We have hired six seasonal laboratory technicians and one seasonal tick technician. All of these employees are returnees so very little training is necessary which greatly benefits the full time staff and day-to-day operations. Usually, it takes around 2 months to train a new seasonal employee. The first seasonal employee starts on April 13 and most others start at the beginning of May. A new Vector Specialist, Dr. Zoe Hansen, will start in July and bring much needed microbiology skills to our future PCR laboratory.

Recent warmer temperatures indicate we should begin detecting mosquito larvae this month. However, a lack of snow cover means we are unlikely to see a large population of spring *Aedes* this season. These spring *Aedes* mosquito species typically hatch in snowmelt water and slowly develop for about a month before emerging. Long-term forecasts for precipitation this year suggest average conditions, so the other mosquito populations should likewise match our long-term averages. Degree day models we use to estimate our first helicopter treatments suggest we will begin large area treatments in mid-April which is similar to last year.

Public Affairs

Alex Carlson, Public Affairs Manager

Annual Report

The first MMCD Annual Report is complete and was published online in late February. Hard copies were handed out to Commissioners at the February Full Commission meeting and can be found online at:

<https://mmcd.org/2026/02/26/introducing-the-2025-mmcd-annual-report/>

County and City Visits

We have been making the rounds providing annual updates to City Council and County Commission Meetings. Alex has presented for the cities of Orono, Blaine, and Plymouth and Minnetrista is happening in April. MMCD staff have also presented at Hennepin and Dakota Counties, with the remaining 5 counties coming up in March and April.



Mosquitoes in the News:

[2025 mosquito report shows Twin Cities saw record number of West Nile cases](#) – Anthony Bettin , CBS Minnesota, February 27, 2026

- The MMCD Annual Report received a write-up from WCCO, the local CBS affiliate. They highlighted the record West Nile virus year and the invasive *Aedes aegypti* situation.

[Researchers reveal when mosquitoes first developed a taste for early humans](#) – Mac Olivo, AOL News, March 1, 2026

- A new study suspects that as early as 2.9 million years ago mosquitoes in South Asia first developed a taste for human blood.

[Expert issues warning after deadly, tick-borne virus is found in US region for first time: 'This is a very scary infection'](#) - Tina Deines, The Cool Down, February 28, 2026

- In Delaware, they have identified Powassan virus in ticks for the first time, which is concerning local health experts.