

**Metropolitan  
Mosquito Control District**

**Commission Meeting**

**April 22, 2020**

**9:15 A.M.**

*Information Packet*

**METROPOLITAN MOSQUITO CONTROL DISTRICT  
COMMISSION MEETING AGENDA  
April 22, 2020 9:15 A.M.**

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 26, 2020
4. Approval of Checks and Claims  
General 73202 – 73374

REGULAR AGENDA

5. Technical Advisory Board (TAB) Report – Gary Montz, Mn. Dept. of Natural Resources\*
6. Intergovernmental Issues – Peg Larsen, Kim Scott
7. Executive Committee Report for March 25, 2020
8. Report of Executive Director Performance Review Panel\*
9. 2020 Plans and Initial 2021 Budget and Levy Discussion
10. Executive Director’s Report
11. Operations Report – Scott Christy, Kirk Johnson
12. Public Affairs Report – Alex Carlson
13. Other Items
14. Adjournment

\* Action Requested

**Next Executive Meeting: Wednesday, May 27, 2020, 9:15 a.m.**

**Following Executive Meeting: Wednesday, June 24, 2020, 9:15 a.m.**

**Next Commission Meeting: Wednesday, July 22, 2020, 9:15 a.m.**

COMMISSIONER	COUNTY	COMMISSIONER	COUNTY
___ Mandy Meisner	Anoka	___ Angela Conley	Hennepin
___ Jeff Reinert	Anoka	___ Jeff Johnson	Hennepin
___ Robyn West	Anoka	___ Jim McDonough	Ramsey
___ James Ische	Carver	___ Mary Jo McGuire	Ramsey
___ Tom Workman	Carver	___ Rafael Ortega	Ramsey
___ Tom Egan	Dakota	___ Michael Beard	Scott
___ Mary Liz Holberg	Dakota	___ Tom Wolf	Scott
___ Liz Workman	Dakota	___ Gary Kriesel	Washington
___ Jan Callison	Hennepin	___ Lisa Weik	Washington

**Metropolitan Mosquito Control District  
Commission Meeting**

**Minutes**  
**February 26, 2020**  
**9:15 A.M.**

Chair Liz Workman called meeting to order at 9:15 a.m.

**Roll Call:**

Commissioner Liz Workman, Chair	Dakota County
Commissioner Jeff Johnson, Vice Chair	Hennepin County
Commissioner Gary Kriesel, Secretary	Washington County
Commissioner Mandy Meisner	Anoka County
Commissioner Robyn West	Anoka County
Commissioner James Ische	Carver County
Commissioner Tom Workman	Carver County
Commissioner Mary Liz Holberg	Dakota County
Commissioner Jan Callison	Hennepin County
Commissioner Angela Conley	Hennepin County
Commissioner Tom Wolf	Scott County
Commissioner Lisa Weik	Washington County

**Staff:**

Stephen Manweiler, Executive Director  
Arleen Schacht, Business Administrator  
Kirk Johnson, Vector Ecologist  
Alex Carlson, Public Affairs Coordinator  
Cassie Sweeney-Truitt, Administrative Assistant

**Visitors:**

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

Chair Liz Workman welcomed all in attendance and thanked them for attending the meeting.

Commissioner James Ische offered the following resolution and moved *Consent Agenda*  
its adoption.

**Resolution 1:**

The following administrative items were approved in one motion.

1. Approval of Commission Meeting Minutes for December 18, 2019
2. Approval of Organizational Meeting Minutes for January 9, 2020
3. Approval of Checks and Claims

General 72961 – 73201

Commissioner Robyn West seconded the motion and the resolution was adopted unanimously.

Peg Larsen reported that the atmosphere at the capitol is as you would expect, very partisan and divided. The bonding bill is the biggest issue right now. Chair Murphy stood on the house floor yesterday and said enough is enough. The committee is flooded with bills and there seems to be so many more that are being put forth by all the members. She was very firm.

*Intergovernmental  
Issues*

Education funding is another area of contention. Also, the equal right to quality public education constitutional amendment is having quite a bit of discussion. So far, the only group that has been against it is Education Minnesota.

The Republican Senate wants to use the surplus to relieve taxes, especially the state tax on Social Security. The Democratic House wants to use a majority of the surplus for early childhood programs and preschool. There will probably be some sort of compromise on the two issues but that remains to be seen.

The issue of insulin is up on the house floor this afternoon. As in any short year, things are moving quickly. The rules committee did extend the deadline for hearing bills in policy committees by one week.

Kim Scott described our very good meeting with Rep. Wagenius on Wednesday, February 19 to discuss adding language to her legislation (HR 1255) to enable MMCD to continue to provide mosquito control in areas that ban “bee lethal” (as defined in HR 1255) pesticides. Our meeting on Friday, February 21 with Gene Ranieri (represents Minneapolis at the Capitol) and Patrick Hanlon (Environmental Health Director, City of Minneapolis) about this legislation also went well. Gene informed us that the City of Minneapolis would support our amendment to HR 1255 to allow mosquito control in Minneapolis.

We do not know the outcome of this legislation (e.g., no Senate companion bill has been introduced) but feel MMCD is well covered if this legislation including our language is passed.

Stephen Manweiler reported that the Executive Committee discussed the Executive Director performance appraisal process. Progress on Stephen’s 2019-20 KDAs will be part of his performance evaluation. Feedback via an electronic tool is due today (Feb 26). Arleen Schacht, Business Administrator, will compile the feedback that the Executive

*January 22, 2020  
Executive Committee  
Report*

Committee will discuss with Mr. Manweiler at its March 25, 2020 meeting.

The Executive Committee also reviewed the 2021 Budget and Levy Development schedule which is the next item on the agenda for this meeting.

Stephen Manweiler reported about the budget and levy development schedule reviewed at the January 22, 2020 Executive Committee meeting. Due dates in the schedule have been updated but nothing else has been changed. Also included is a review of legislative requirements and deadlines showing why the MMCC must approve a preliminary tax levy for the following year by August 1 of the current year. The July meeting was closest to this deadline. Two years ago, the MMCC scheduled an Executive Committee meeting in June and a full Commission meeting in July so all Commissioners could vote to approve a preliminary levy before the August 1 deadline. This process worked well in 2019.

*Budget and Levy  
Development Schedule*

Stephen Manweiler briefly reviewed steps taken to reduce expenditures since 2017 that included severely limiting larval mosquito control outside of priority zone one (P1). The goal has been to replenish reserves that support District cash flow needs and balance resources (levy) and budget (expenditures plans). Reserves had been replenished by the end of 2019. Stephen described a scaling back of the expenditure reduction steps that would include restoring some larval mosquito control outside of P1. Most of this larval control will target spring *Aedes* because of their potential association with Jamestown Canyon virus transmission.

*2020 Mosquito and  
Black Fly Service  
Opportunities*

Stephen also briefly reviewed the larval black fly (biting gnat) control program, the impacts of very high river levels in 2019 that prevented control for six weeks resulting in extremely high numbers of adult black flies, and District plans to respond to high flow levels in 2020. Our goal is to prevent a repeat of black fly problems experienced in 2019. The District is working closely with the Minnesota Department of Natural Resources (MNDNR) to meet our treatment permit requirements.

Stephen reported that the annual Technical Advisory Board (TAB) meeting was held on Tuesday, February 11, 2020. The status of the District's financial situation and implications for control services (especially expanded spring *Aedes* and cattail mosquito larval control), possible responses to high river levels and black fly larval control, vector-borne disease in 2019, and work to integrate drone technology into District surveillance and control were reviewed at this meeting. The TAB made recommendations for 2020. The Chair of the TAB will

*Executive Director's  
Report*

report their evaluation of the program at the April 22, 2020 Commission meeting.

In January, three Field Operations Supervisor positions vacated by retirements or promotions were advertised. Applications were screened in late January. Two rounds of interviews were conducted in late January and early February. We hired Vanessa Schultz, a former Oakdale Facility Inspector, Gabrielle Grogan, a former Oakdale Facility Crew Chief, and Shawn Partyka, a former Maple Grove Facility Inspector. Gabrielle and Shawn will join the Maple Grove team on March 2. Vanessa will join the Oakdale team on March 16.

Kirk Johnson reported that in preparation for the upcoming season, staff are updating maps (20% of over 3,000 section maps) and finishing equipment maintenance and repair. Larval control materials are being transferred from warehouse to field facilities in preparation for mosquito and black fly larval control beginning in March and April.

*Operations Report*

We currently are interviewing and hiring seasonal staff. We are trying new recruitment tools including job fairs, radio ads, social media ads (Facebook, Indeed, etc.), and updated posters and brochures to reach more qualified applicants to ease shortages experienced in recent seasons.

Briquet treatments of frozen cattail sites will begin as soon as snow recedes. We are reviewing our spring *Aedes* treatment strategy to respond to potential Jamestown Canyon vectors while maintaining efficient control that targets sites with the most mosquitoes.

Kirk Johnson reported that we are planning risk reduction services including training seasonal staff in disease prevention. La Crosse virus suppression training will focus on recognizing risks and eliminating larval habitat. Larval control of West Nile virus vectors will begin in mid-May. Eastern equine encephalitis (EEE) was active in northern Minnesota again in 2019 (infected horses and grouse, no humans). We currently are working with partners (MNDNR, Minnesota Department of Health, University of Minnesota, Center of Excellence for Vector-borne Disease) to better understand EEE in Minnesota.

Alex Carlson reported that by the end of this week, we will have attended 12 job fairs in 2020. Applicants have reported that job fairs are one of the top ways they've heard about District seasonal inspector positions with social media also high on the list. We are going to focus in on Maple Grove and Plymouth over the next couple of weeks to boost their application flow.

*Public Affairs Report*

Alex also described plans to emphasize pollinator protection in District educational outreach this coming season in order to get ahead of any potential threats to pesticide use on the legislative side. Alex is scheduled to speak to the MN Hobby Beekeepers Association and at an Arbor Day event in Eden Prairie in the next couple of months.

Chair Liz Workman asked if there was any other business remaining for the Commission to consider. Hearing none, Chair Liz Workman declared the meeting adjourned at 10:10 a.m.

*Adjournment*

## **Metropolitan Mosquito Control Commission Meeting**

**April 22, 2020**

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**Requested by:**

Stephen Manweiler

**Action requested:**

Approval of 2019 Operational Review and Plans for 2020

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**Whereas,** the Chair of the District's Technical Advisory Board (TAB) has reported that the TAB reviewed District operations in 2019 and plans for 2020, and;

**Whereas,** the TAB and MMCD staff discussed in detail 2019 operations and plans for 2020, and;

**Whereas,** the TAB supports the program presented in the 2019 operations and plans for 2020, and;

**Whereas,** the TAB commends MMCD on your ability to manage budgets and keep focused on the tasks needed, including being prepared for emergencies and emerging issues;

**Resolved,** that the Commission accepts the report of the TAB Chair and approves the 2019 Operational Review and Plans for 2020.

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Commissioner Liz Workman, Chair  
Metropolitan Mosquito Control Commission  
2099 University Avenue West  
St. Paul, MN 55104

Dear Commissioner Workman:

The Technical Advisory Board (TAB) met on February 11, 2020 to review and discuss MMCD operations in 2019 and plans for 2020. Since the Board's formation in 1981, the member representatives have met at least once per year to provide independent review of field control programs and to enhance inter-agency cooperation.

After an excellent interchange of questions and information between the TAB members and MMCD staff, the TAB approved the following resolutions.

1. The TAB supports the program presented in the 2019 Operational Review and 2020 Plan and acknowledges the efforts of the MMCD staff on its presentation.
2. The TAB commends MMCD on your ability to manage budgets and keep focused on the tasks needed, including being prepared for emergencies and emerging issues.

Sincerely,

A handwritten signature in black ink that reads 'Gary R. Montz'.

Gary Montz  
Chair, Technical Advisory Board  
Research Scientist 2, Aquatic Invertebrate Biologist  
MN DNR, Division of Ecological and Water Resources

**METROPOLITAN MOSQUITO CONTROL DISTRICT  
EXECUTIVE COMMITTEE MEETING**

Minutes  
March 25, 2020  
9:15 a.m.

Chair Liz Workman called the meeting to order at 9:15 a.m. Due to the ongoing COVID-19 pandemic, this meeting was conducted remotely using GoToMeeting software. Roll call votes were recorded for each item because this meeting was conducted remotely.

**Roll Call:**

Commissioner Robyn West	Anoka County
Commissioner Jim Ische	Carver County
Commissioner Liz Workman	Dakota County
Commissioner Jeff Johnson	Hennepin County
Commissioner Mary Jo McGuire	Ramsey County
Commissioner Tom Wolf	Scott County
Commissioner Gary Kriesel	Washington County

**Staff:**

Stephen Manweiler, Executive Director  
Arleen Schacht, Business Administrator

**Visitors:**

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

Chair Liz Workman welcomed all in attendance and thanked them for attending the meeting.

Chair Liz Workman asked for a motion to amend the agenda to conduct a closed discussion about agenda item 6. Commissioner Tom Wolf moved to amend the agenda to conduct a closed discussion about agenda item 6. Commissioner Jim Ische seconded the motion.

The Commissioners voted as follows.

Commissioner Robyn West	Yes
Commissioner James Ische	Yes
Commissioner Liz Workman	Yes
Commissioner Jeff Johnson	Yes
Commissioner Mary Jo McGuire	Yes

Commissioner Tom Wolf	Yes
Commissioner Gary Kriesel	Yes

The motion to amend the agenda to conduct a closed discussion about agenda item 6 was approved unanimously.

Commissioner Gary Kriesel offered the following resolution and moved its adoption.

*Approval of  
January 22, 2020  
Executive Committee  
Meeting Minutes*

**Resolution 1:**

**Resolved,** that the January 22, 2020 Executive Committee Meeting minutes be approved as presented.

Commissioner Tom Wolf seconded the motion.

The Commissioners voted as follows.

Commissioner Robyn West	Yes
Commissioner James Ische	Yes
Commissioner Liz Workman	Yes
Commissioner Jeff Johnson	Yes
Commissioner Mary Jo McGuire	Yes
Commissioner Tom Wolf	Yes
Commissioner Gary Kriesel	Yes

The resolution was adopted unanimously.

Peg Larsen reported that the legislature is on an extended break until April 14. If need be, they will go longer than that. They want to be able to come back, without being called into special session, to work on the coronavirus.

*Legislative Update*

It does not appear that they will do any work related to pesticides. They are prioritizing bills that need to get passed, an example being bonding. They are only working on bills that all four caucuses can agree on. They are coming into session tomorrow to discuss the need for more legislation for the coronavirus. They expect 90 to 95 members of the house to be there. Some of them will be in the basement and another place is in the capitol and they will take turns voting. They will abide by the social distancing rule. Some have questioned if this method is constitutional, but in dire times flexibility needs to take place. There is \$811 million left in the surplus. They expect to spend most of that, if not all.

Stephen Manweiler reported that the District and Commission have not waived the statutory limits in the past. Stephen recommended that the statutory limits again not be waived.

*Insurance Liability  
Waiver*

Commissioner Jeff Johnson offered the following resolution and moved its adoption.

**Resolution 2:**

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

Commissioner Gary Kriesel seconded the motion.

The Commissioners voted as follows.

Commissioner Robyn West	Yes
Commissioner James Ische	Yes
Commissioner Liz Workman	Yes
Commissioner Jeff Johnson	Yes
Commissioner Mary Jo McGuire	Yes
Commissioner Tom Wolf	Yes
Commissioner Gary Kriesel	Yes

The resolution was adopted unanimously.

Stephen Manweiler reported that Dakota County had updated the Human Resources Service agreement with MMCD that was approved by the Executive Committee during its July 24, 2019 meeting. The current agreement expires on December 31, 2020; the updated agreement expires on December 31, 2022. The updated agreement adds designated liaisons and contacts for Dakota County and MMCD. The updated agreement maintains the same hourly cost and includes no other changes compared to the current agreement.

*Updated HR Service  
Contract with Dakota  
County*

Commissioner Jim Ische offered the following resolution and moved its adoption.

**Resolution 3:**

**Whereas,** MMCD desires professional advice to ensure all human resources responsibilities are satisfied in accordance to all applicable laws, and

**Whereas,** Dakota County and MMCD have determined that Dakota County can provide professional advice desired by MMCD,

**Be it now resolved,** that the Executive Committee approves the updated Human Resources Services Agreement between MMCD and Dakota County as presented.

Commissioner Tom Wolf seconded the motion.

The Commissioners voted as follows.

Commissioner Robyn West	Yes
Commissioner James Ische	Yes
Commissioner Liz Workman	Yes
Commissioner Jeff Johnson	Yes
Commissioner Mary Jo McGuire	Yes
Commissioner Tom Wolf	Yes
Commissioner Gary Kriesel	Yes

The resolution was adopted unanimously.

Stephen briefly described how MMCD staff have been responding to the ongoing COVID-19 situation. Our goal is to be ready to provide some level of services after restrictions enacted to slow transmission of COVID-19 are eased. Last week, all staff worked with IT to set up and test remote work capabilities. Since last week many staff have been working remotely. Some are caring for children at home because of the school closures. The MMCD Emergency COVID-19 Employee Response Plan meets the requirements of the federal Families First Coronavirus Response Act and Minnesota State legislation and Executive Orders mandating that staff impacted by COVID-19 be paid. Stephen recommended that the Executive Committee approve the MMCD Emergency COVID-19 Employee Response Plan.

*Emergency COVID-19  
Employee Response  
Plan*

Commissioner Tom Wolf offered the following resolution and moved its adoption.

**Resolution 4:**

**Whereas,** MMCD is working to maintain its ability to provide services during and after the COVID-19 pandemic, and

**Whereas,** MMCD desires to support all of its employees by maintaining full pay while they work remotely due to impacts of the COVID-19 pandemic, and

**Whereas,** MMCD intends to satisfy requirements of the federal Families First Coronavirus Response Act and Minnesota State legislation and Executive Orders mandating that staff impacted by COVID-19 be paid

**Be it now resolved,** that the Executive Committee approves the MMCD Emergency COVID-19 Employee Response Plan as presented.

Commissioner Gary Kriesel seconded the motion.

The Commissioners voted as follows.

Commissioner Robyn West	Yes
Commissioner James Ische	Yes
Commissioner Liz Workman	Yes
Commissioner Jeff Johnson	Yes
Commissioner Mary Jo McGuire	Yes
Commissioner Tom Wolf	Yes
Commissioner Gary Kriesel	Yes

The resolution was adopted unanimously.

Commissioner Tom Wolf moved that the meeting be closed.  
Commissioner Jeff Johnson seconded the motion.

*Executive Director  
Performance Review  
Process*

The Commissioners voted as follows.

Commissioner Robyn West	Yes
Commissioner James Ische	Yes
Commissioner Liz Workman	Yes
Commissioner Jeff Johnson	Yes
Commissioner Mary Jo McGuire	Yes
Commissioner Tom Wolf	Yes
Commissioner Gary Kriesel	Yes

The motion to close the meeting was adopted unanimously.

The closed session was adjourned and the meeting was opened to the public at 10:20 a.m.

Chair Liz Workman reopened the meeting and opened the discussion to consideration of any action.

Commissioner Jeff Johnson offered the following resolution and moved its adoption.

**Resolution 5:**

**Whereas,** the District’s Executive Director, Stephen Manweiler, is approaching the end of his sixth year in the position, and;

**Whereas**, Mr. Manweiler, by the terms in his employment agreement is to be evaluated annually concerning his performance by the Executive Committee that would draw conclusions and make findings regarding his performance and eligibility for salary increase with a recommendation to the Commission, and;

**Whereas**, the Executive Committee undertook and completed gathering relevant input about Mr. Manweiler’s performance from both Commissioners and staff, and;

**Whereas**, the Executive Committee is confident in his leadership in maintaining the financial and operational integrity of the District including addressing all employee issues and supporting a positive work environment, and;

**Whereas**, the Executive Committee’s conclusions and findings regarding Mr. Manweiler’s performance were very positive, finding that he had fulfilled all of the responsibilities of the job very well and that the Executive Committee further found that he would be eligible for and would recommend him for a salary increase,

**Whereas**, the Executive Committee diligently assessed Mr. Manweiler's performance and found that it would serve the Commission's, its taxpayers', and the District's best interests to continue Mr. Manweiler's employment,

**Resolved**, that the Executive Committee finds that Mr. Manweiler has performed at a Highly Successful level in his sixth year as the District’s Executive Director, that his fine performance is acknowledged and appreciated, that he be recommended for a salary increase equal to the amount approved for other employees, that the Executive Committee finds that it is desirable and appropriate to enter into another three-year employment agreement with him and, and that all of these findings be recommended for approval by the full Commission.

Commissioner Tom Wolf seconded the motion.

The Commissioners voted as follows.

Commissioner Robyn West	Yes
Commissioner James Ische	Yes
Commissioner Liz Workman	Yes
Commissioner Jeff Johnson	Yes
Commissioner Mary Jo McGuire	Yes
Commissioner Tom Wolf	Yes
Commissioner Gary Kriesel	Yes

The resolution was adopted unanimously.

Stephen Manweiler reported more details about how staff are responding to the COVID-19 pandemic to prepare for the upcoming season.

*Executive Director  
Report*

All employees were asked to list all tasks they need to complete between now and the end of March followed by the first half of April, determine which tasks can be completed remotely and prioritize the tasks.

Their initial assignment was to enable remote working as much as possible by working with IT to set up remote work capabilities, test remote connections to resolve problems and begin working from home as quickly as possible to minimize number of employees in facilities at any time. (Most staff mostly working from home by Monday, March 23)

All meetings and interviews are being conducted remotely beginning March 17.

Our next set of tasks include determining how to maintain social distancing recommendations of the Mn Dept of Health and CDC while beginning larval mosquito surveillance and control after April 13. This includes developing remote training. We may need to stagger training sessions or have all initial training online or via other remote access (GoToMeeting). We will restrict staff to only one person per vehicle.

We will continue to apply the most up-to-date recommendations of the Mn Dept. of Health and CDC.

We will evaluate the situation daily to decide if the April 13 start date needs to be postponed. We will communicate regularly with perspective hires (inspectors) so they understand District plans as affected by the ongoing COVID-19 situation.

Chair Liz Workman asked if there was anything else to come before this meeting. Nobody mentioned any additional items. Commissioner Tom Wolf moved to adjourn the meeting. Commissioner Gary Kriesel seconded the motion.

*Other Issues and  
Adjournment*

The Commissioners voted as follows.

Commissioner Robyn West	Yes
Commissioner James Ische	Yes
Commissioner Liz Workman	Yes
Commissioner Jeff Johnson	Yes
Commissioner Mary Jo McGuire	Yes
Commissioner Tom Wolf	Yes



Commissioner Gary Kriesel                      Yes

The motion was adopted unanimously.

Chair Liz Workman declared the meeting adjourned at 10:30 a.m.

## **Metropolitan Mosquito Control Commission Meeting**

**April 22, 2020**

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**Requested by:**

Executive Committee

**Action requested:**

Approval of Recommendations Resulting from Executive Director's Performance Appraisal

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**Whereas**, the District's Executive Director, Stephen Manweiler, is approaching the end of his sixth year in the position, and;

**Whereas**, Mr. Manweiler, by the terms in his employment agreement is to be evaluated annually concerning his performance by the Executive Committee that would draw conclusions and make findings regarding his performance and eligibility for salary increase with a recommendation to the Commission, and;

**Whereas**, the Executive Committee undertook and completed gathering relevant input about Mr. Manweiler's performance from both Commissioners and staff, and;

**Whereas**, the Executive Committee is confident in his leadership in maintaining the financial and operational integrity of the District including addressing all employee issues and supporting a positive work environment, and;

**Whereas**, the Executive Committee's conclusions and findings regarding Mr. Manweiler's performance were very positive, finding that he had fulfilled all of the responsibilities of the job very well and that the Executive Committee further found that he would be eligible for and would recommend him for a salary increase,

**Whereas**, the Executive Committee diligently assessed Mr. Manweiler's performance and found that it would serve the Commission's, its taxpayers' and the District's best interests to continue Mr. Manweiler's employment,

**Resolved**, that the Executive Committee finds that Mr. Manweiler has performed at a Highly Successful level in his sixth year as the District's Executive Director, that his fine performance is acknowledged and appreciated, that he be recommended for a salary increase equal to the amount approved for other employees, that the Executive Committee finds that it is desirable and appropriate to enter into another three-year employment agreement with him and, and that all of these findings be recommended for approval by the full Commission.

## **KEY DEVELOPMENT AREAS (April 2020 - 2021)**

1. Stephen should work with the Commission to forecast financial needs and review and update the District's budget/levy strategy for the next two to five years. Inflation and health insurance costs among other increasing expenses are impacting how MMCD provides services. At the same time, the District's population is increasing and new exurban development is expanding the need for services.

Stephen should guide staff through dealing with the COVID-19 pandemic and enlist their creativity to develop strategies to keep themselves safe while delivering the greatest level of services possible.

Stephen should continue to balance budget (expenditures) and resources (levy) to preserve long term financial viability of the District. This should include near term steps to shield District financial health from the economic impact caused by the COVID-19 pandemic and longer-term steps to expand services as required by increasing population and development within the District area.

Stephen should continue to work to maintain a very positive work environment including emphasizing how services provided by District staff enhance the quality of life experienced by District citizens and by responding to all employee issues.

2. Stephen should continue to focus on succession planning, especially concerning single incumbent positions.

Retirements can be an opportunity to modernize District functions. Stephen should continue to work with staff to reevaluate job positions to best satisfy current District needs as efficiently as possible and hire the best candidates to successfully satisfy the requirements of those job positions.

Stephen should continue to work with staff to ascertain their advancement desires and provide growth opportunities that enable them to compete for future District job positions. The development of these employees is part of constantly improving the District's ability to provide the best possible services to District citizens.

3. Maintain the image of the District as a preserver of the environment while providing excellent service to District citizens as expressed by the District's Mission Statement. Communicate and protect our treatment services while recognizing the importance of pollinators and the District's ecological footprint.

Be prepared to respond to challenges such as the recently introduced legislation designed to protect pollinators. Mosquito control operations and environmental protection can complement each other. Citizen health and quality of life are important too.

Continue to emphasize to District citizens how the District tailors its operations to protect pollinators, other non-target organisms, and the environment in general while providing the best possible treatment services.

**KEY DEVELOPMENT AREAS (Accomplishments April 2019 - 2020)**

**Stephen should work with the Commission to forecast financial needs and develop a budget/levy strategy for the next two to five years.**

Stephen and Arleen reviewed for the Commission a multi-year plan of levy and budget increases designed to (1) balance expenditures and funding and (2) restore District reserves to minimum levels required to support District cash needs between receipt of levy payments. This plan included implementation of expenditure reduction steps designed to save an amount of money equal to the difference between the budget and levy.

In 2019, this plan included recommendations for a 2% increase in the 2020 levy and a 1% increase in the 2020 budget compared to 2019. On December 18, 2019 the Commission approved both recommendations.

On October 23, 2019 Stephen and Arleen reviewed the financial status of the District for the Commission.

- By the end of 2019, reserves satisfied the minimum required by the fund balance policy.
- In 2019, the expenditure reduction steps saved \$1,449,695 (compared to 2016).
- The difference between the 2020 levy and budget is \$845,446; the expenditure reduction steps were designed to save \$1,200,000 (the difference between the 2017 levy and budget).
- Therefore, scale back the expenditure reduction steps in 2020 to make available \$400,000 to be used to restore some services including more larval control in P2.

**Stephen should continue to focus on Succession Planning, especially concerning single incumbent positions.**

- The departure of the Human Resources Manager and retirement of the Administrative Support Technician provided an opportunity to reevaluate both job positions.
- The Administrative Support Technician was given more extensive employee recruitment responsibilities and filled by a former District seasonal inspector who also has over ten years of experience recruiting seasonal employees for Target.
- Benefits management responsibilities formerly handled by the Human Resources Manager are being handled by the Business Administrator and Accounting/Payroll Technician.
- Dakota County has been providing Human Resources advice on an as needed basis.
- The Human Resources Manager position will become the Human Resources Representative with responsibility for providing employee support for day-to-day Human Resources issues, overseeing new employee training, serving as the lead person to interpret and apply MMCD policies, reviewing employee handbooks and updating when necessary. This position may be filled in spring 2020.
- We hired a new Public Affairs Coordinator two months before the retirement of the 22-year incumbent to facilitate knowledge transfer. The new Public Affairs Coordinator also has extensive experience using social and other electronic media for outreach.

Upper level supervisors again were given the option to gain more experience through leadership training conducted by Dave Bartholomay (formerly by Don Salverda). All six Regional Operations Managers, the Public Affairs Coordinator, the Vector Ecologist and the Purchasing/Supply Chain Manager participated. Stephen also is a longtime participant in this training.

**Maintain the image of the District as a preserver of the environment while providing excellent service to District citizens as expressed by the District’s Mission statement.**

Stephen worked with District lobbyists to shield the District from proposed Preemption legislation that would authorize class one cities to regulate pesticides, currently the responsibility of the Minnesota Department of Agriculture.

Stephen and District lobbyists met with Representative Wagenius to discuss her proposed legislation (HF 1255) to outlaw “bee lethal” pesticides. We are working together on language that will protect the District’s ability to control mosquitoes while also protecting pollinators.

Stephen and District lobbyists met with Representative Vang and Senator Hawj, two legislators who supported including preemption language in the agriculture omnibus bill, to explain District programs and methods designed to protect citizens from vector-borne disease while also protecting pollinators.

Stephen and District lobbyist Kim Scott attended a Pesticide Preemption Law stakeholder’s meeting on January 13, 2020 at the Minnesota Department of Agriculture (MDA) as part of the process of working with legislators and other concerned parties to ensure that potential future pesticide restrictions do not hinder MMCD’s abilities to satisfy its mosquito (especially vector) control responsibilities. MDA opposes Preemption legislation. We are designing legislative language that protects District operations and does not involve regulation other than that presently provided by MDA. We may consider language existing in HF 1292 that defines Integrated Mosquito Management steps that are the foundation of current District operations.

**METROPOLITAN MOSQUITO CONTROL COMMISSION MEETING**

**APRIL 22, 2020**

**Requested by:**

Stephen Manweiler  
Arleen Schacht

**Informational:**

2020 Plans and Initial Budget and Levy Discussion

**Background (Mosquito Larval Control):**

Because of actions taken beginning in 2015 (levy increases, much smaller budget increases, and expenditure reduction steps), the District financial condition in 2020 will support a partial resumption of larval mosquito control services that were cut in 2017 (Figure 1).

- |         |   |   |
|---------|---|---|
| 2014-16 | Record Service Demands  | <ul style="list-style-type: none"> <li>• Budget reserves depleted (the District spent \$5,891,103 more than funding received).</li> </ul>   |
| 2017    | Expenditure Reduction Steps (designed to save levy – budget difference of \$1.2 million)        | <ul style="list-style-type: none"> <li>• No larval mosquito control in P2 (District area outside of where about 95% of people live).</li> <li>• Reduce pre-hatch larval control 22%.</li> <li>• Increase perimeter/partial <i>Bti</i> treatments.</li> <li>• Delay April Inspector hires until May.</li> <li>• Reduce seasonal labor costs 10% (in addition to April hiring delay).</li> </ul>  |
|         | Saved \$1,339,628   |   |
| 2018    | Expenditure Reduction modified to treat more spring <i>Aedes</i> and cattail acres including P2 | <ul style="list-style-type: none"> <li>• Raised spring <i>Aedes</i> larval threshold (1 larval/dip) throughout the District.</li> <li>• Targeted spring <i>Aedes</i> larval surveillance using historical information about adult spring <i>Aedes</i> abundance throughout the District.</li> <li>• Changed from 3 to 2 pre-hatch treatments and transferred material to cattail treatments.</li> </ul>   |
|         | Saved \$1,155,554   |   |
| 2019    | Expenditure Reduction as modified in 2018 maintained  | <ul style="list-style-type: none"> <li>• Budget reserves were increased to minimum desired level by the end of 2019.</li> <li>• New formulation (Altosid® P35) available that can be applied aerially at 3 lb/acre.</li> <li>• Cost of Altosid® P35 is similar to Altosid® pellets (aerial rate for Altosid® pellets is 4 lb/acre).</li> <li>• We can treat more acres aerially with Altosid® P35 for the same overall control material cost.</li> <li>• In tests, Altosid® P35 effectively controlled spring <i>Aedes</i>, cattail, and vector mosquito larvae (in catch basins).</li> </ul> |
|         | Saved \$1,499,695   |   |

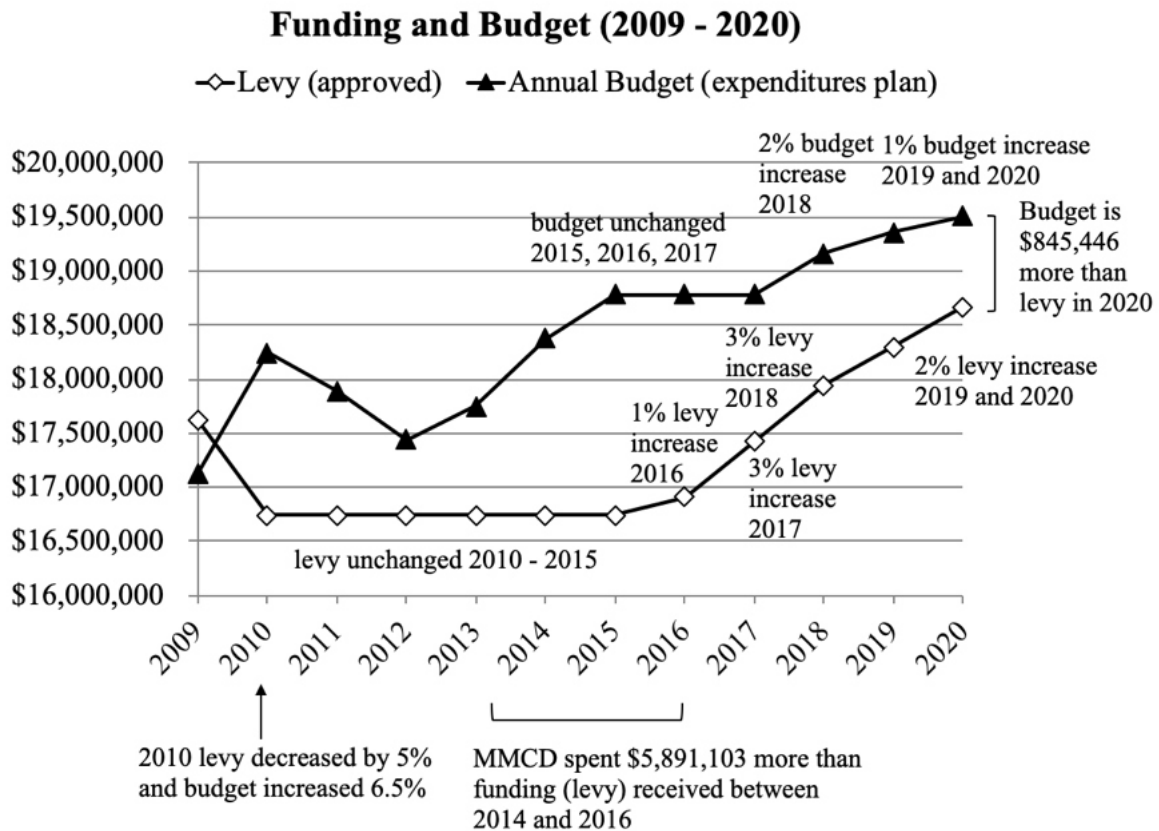


Figure 1. District budget and levy (2009 – 2020).

**Plans as of February 2020:**

- The difference between the recommended 2020 levy and budget is \$845,446 which is \$354,554 less than the \$1,200,000 the expenditure reduction steps were designed to save.
- Therefore, scale back the expenditure reduction steps in 2020 to make available about \$400,000 to be used to restore some services including larval control in P2.
  - Use Altosid® P35 to treat all cattail acres formerly treated aerially with Altosid® pellets.
  - Treat all P1 cattail acres (increase of 6,141 acres over 2019).
  - Use remaining funds for additional treatments to control spring *Aedes* or summer floodwater mosquitoes (6,000 to 8,000 acres worth of resources) in P1 and P2.

**Plans as of March 2020:**

- Beginning in mid-March, all fulltime staff set up technology to permit remote working to enable them to continue to prepare for the season while dealing with COVID-19 restrictions including the Stay at Home order and school closings.
- Devise plans and strategies to enable a safe return to more regular work. Base plans on CDC and Mn. Dept. of Health recommendations.
- Implement COVID-19 safety measures and bring back fulltime and seasonal staff in a stepwise manner in late April and early May to ensure staff safety.
- Scale up services in May and June depending upon how the COVID-19 situation develops.
- Maintain plans to scale back expenditure reduction steps recognizing that staff limitations due to Social Distancing and other COVID-19 safety measures will decrease the amount of service staff can deliver.

**Next Steps: 2021-2022**

- The current multi-year plan brings the budget and levy closer together to support resources required to deliver services at levels equal to services provided before the cutback in 2017.
- The current plan includes 2% levy increases and 1% budget increases in 2021 and 2022 to bring the budget and levy closer together (Figure 2).
  - In 2020 we plan to scale back the expenditure reduction steps by about \$400,000 (one third of the original \$1,200,000 annual reduction initiated in 2017) (Figure 2).
  - The difference between the budget and levy decreases each year in 2021 and 2022 which will enable the District to reinstate more services each year.
  - By 2022 over half of the services cut in 2017 (\$685,607 for restored services) can be reinstated if the current plan is implemented unchanged (Figure 2).
- The economic damage caused by the response to COVID-19 may warrant a change in the plan, at least in 2021.
- Alternate plan 1: increasing the 2021 levy by 1% (half the amount as in the current plan) and keeping the 2021 budget unchanged from 2020 followed by increases in 2022 (Figure 3). This plan makes available \$692,585 for restored services by 2022. See Table 1 for impact upon fund balance.
- Alternate plan 2: keeping the 2021 levy and budget unchanged from 2020 followed by increases in 2022 (Figure 4). This plan makes available \$502,198 for restored services by 2022.
- If we implement Alternate plan 2, service levels achievable in 2022 via the current plan or Alternate plan 1 will not be achievable until 2023.
- In the longer term, District resources and capacity will need to be expanded to provide services to an expanding District population and new exurban development.



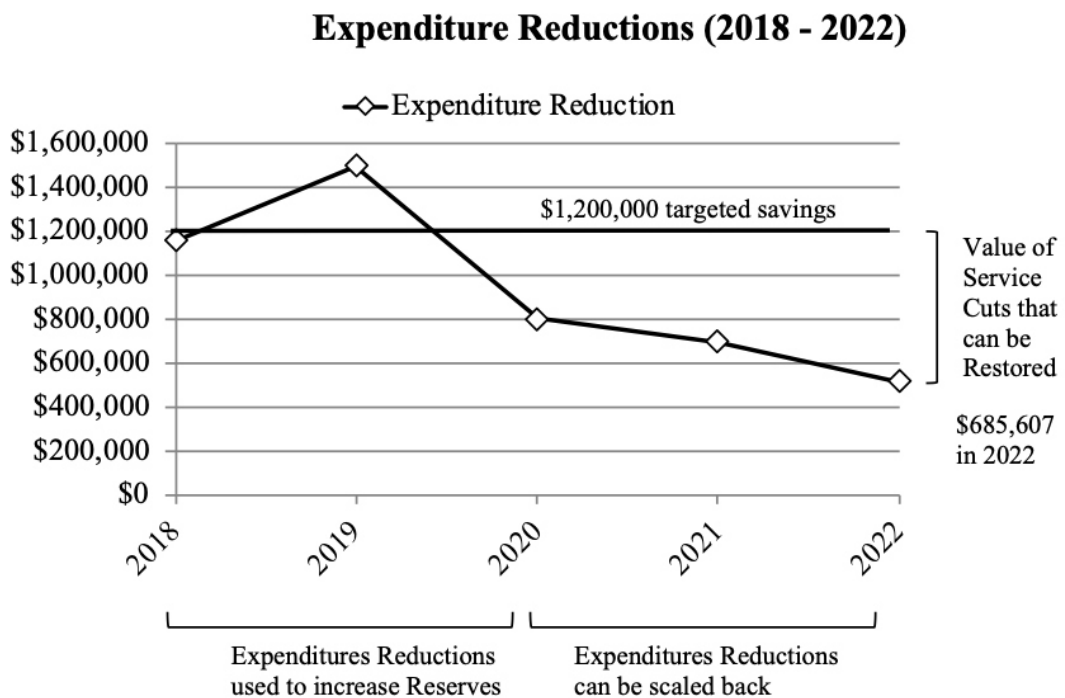
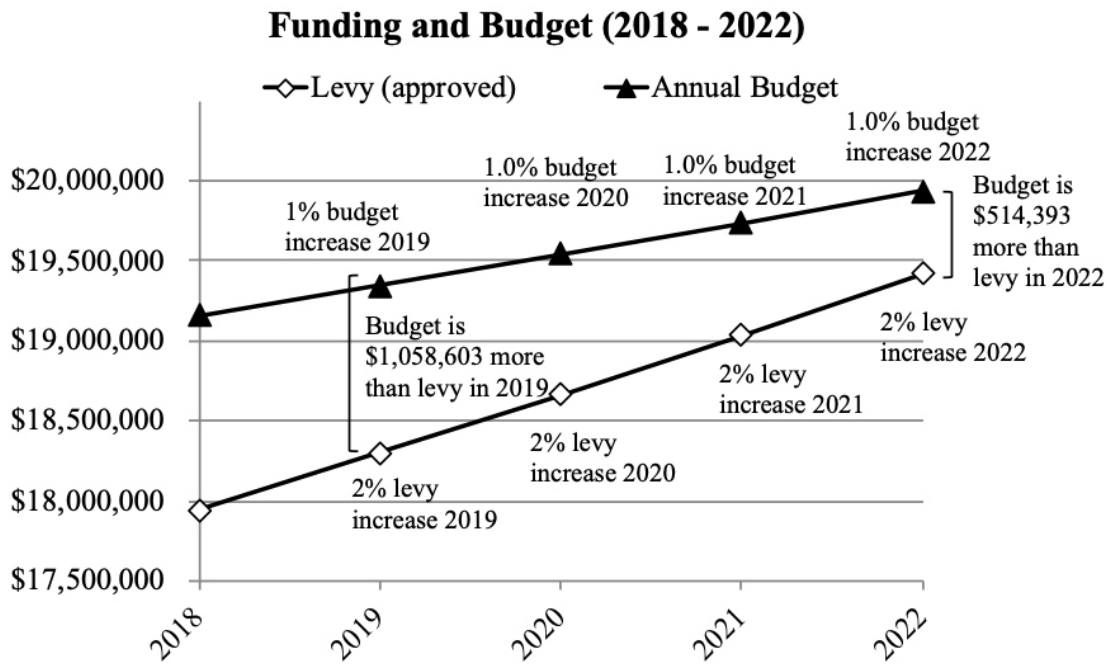


Figure 2. Current Plan: District levy and budget (2018-2022) and impact upon funds available to restore services (\$1,200,000 worth of services cut in 2017) by following the current plan of annual 2% levy and 1% budget increases in 2021 and 2022.

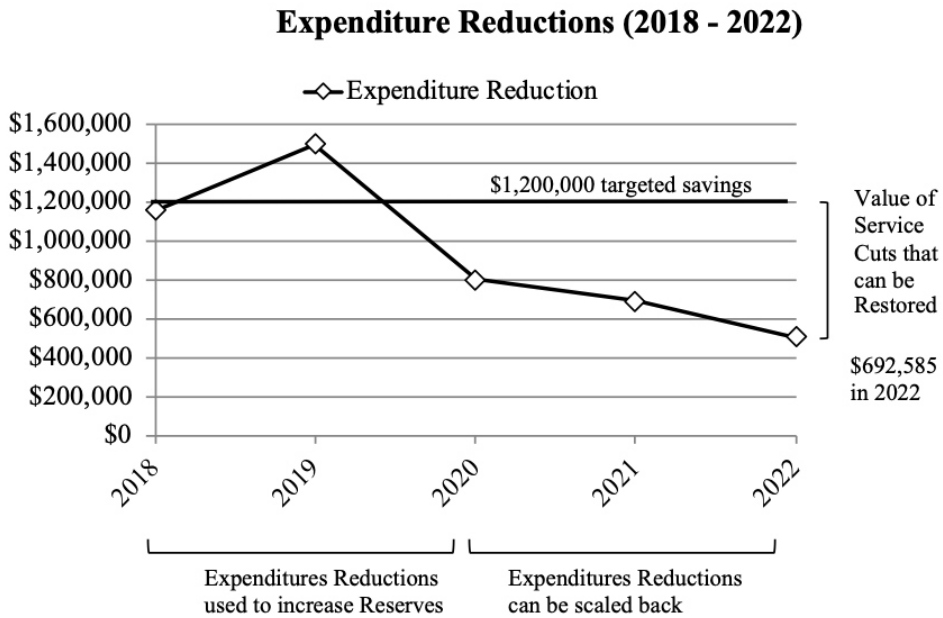
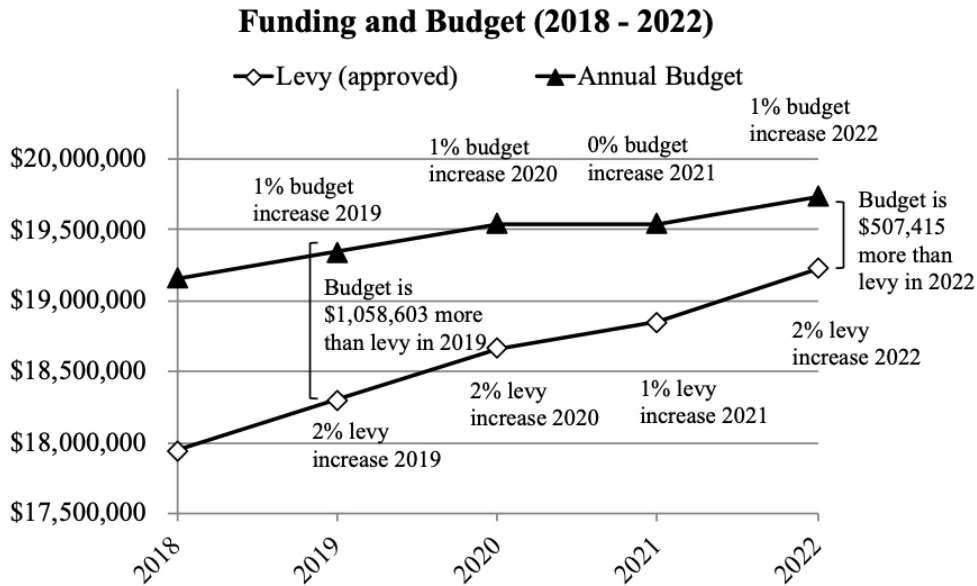


Figure 3. Alternate Plan 1: District levy and budget (2018-2022) and impact upon funds available to restore services (\$1,200,000 worth of services cut in 2017) by increasing the 2021 levy by 1% (half the amount as in the current plan) and keeping the 2021 budget unchanged from 2020 followed by increases in 2022.

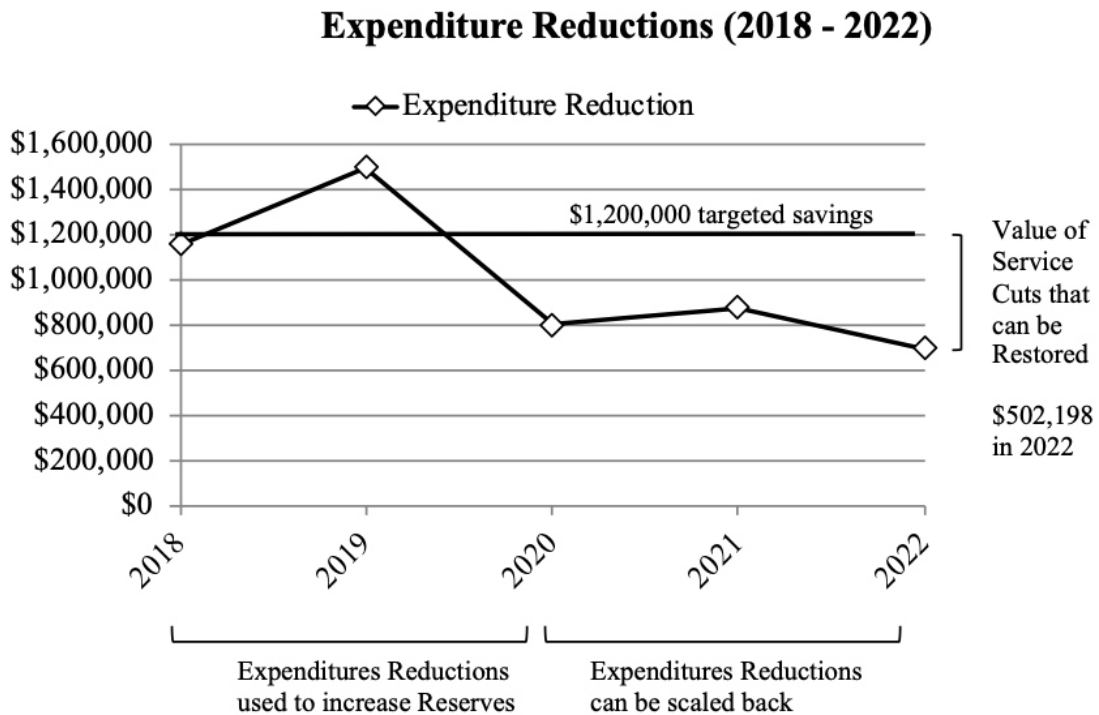
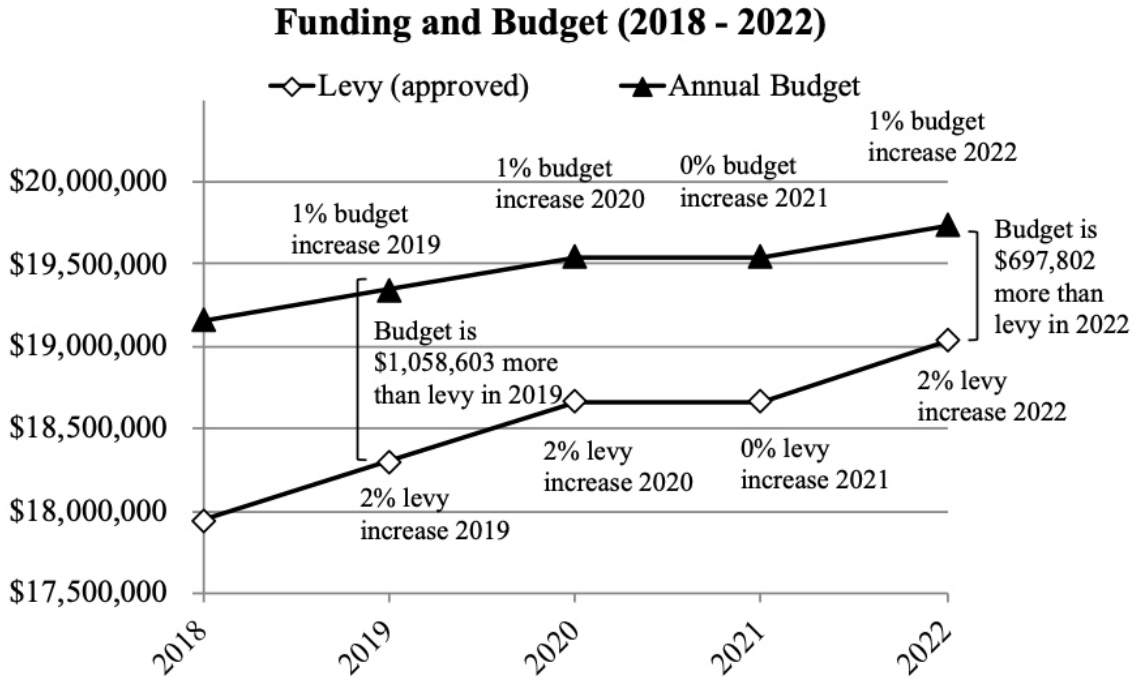


Figure 4. Alternate Plan 2: District levy and budget (2018-2022) and impact upon funds available to restore services (\$1,200,000 worth of services cut in 2017) by keeping the 2021 levy and budget unchanged from 2020 followed by increases in 2022.

Table 1. Actual expenditures 2017-2019, budgeted 2020 expenditures and proposed 2021 levy and budget (using Alternative plan 1). Amount of fund balance used assumed expenditures equal budget.

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 PROPOSED	
<b>ADMINISTRATION</b>						
1	Salary and Wages	\$761,158	\$765,333	\$793,541	\$792,046	\$792,046
2	Building Expense	\$57,013	\$66,571	\$59,494	\$52,770	\$52,770
3	Office Supplies	\$59,746	\$30,207	\$53,669	\$33,870	\$33,870
4	Travel and Mileage	\$2,377	\$1,735	\$2,649	\$4,250	\$4,250
5	Insurance	\$11,287	\$10,182	\$11,428	\$12,500	\$12,500
6	Interest	\$0	\$0	\$0	\$0	\$0
7	General Expenses	\$119,702	\$113,166	\$141,827	\$114,000	\$114,000
8	Repair and Maintenance	\$1,347	\$0	\$0	\$500	\$500
9	Total Admin. Operations	\$1,012,630	\$987,194	\$1,062,608	\$1,009,936	\$1,009,936
10						
11	Administration Capital	\$12,493	\$0	\$0	\$0	\$0
12						
13	Total Administration -	\$1,025,123	\$987,194	\$1,062,608	\$1,009,936	\$1,009,936
14						
<b>COMMISSION</b>						
15	Per Diem	\$0	\$0	\$0	\$0	\$0
16	Travel and Mileage	\$2,780	\$2,177	\$2,728	\$3,660	\$3,660
17						
18	Total Commissioners -	\$2,780	\$2,177	\$2,728	\$3,660	\$3,660
19						
<b>CONTROL/MONITORING</b>						
20	Salary and Wages	\$6,625,114	\$6,559,521	\$6,561,904	\$7,652,148	\$7,652,148
21	Rent and Building Costs	\$1,098,603	\$846,623	\$851,853	\$894,660	\$894,660
22	Supplies & Expenses	\$312,010	\$248,544	\$322,968	\$281,850	\$281,850
23	Control Materials	\$4,244,856	\$4,137,801	\$4,013,552	\$5,831,000	\$5,831,000
24	Helicopter	\$1,728,305	\$1,553,479	\$1,746,405	\$2,527,560	\$2,527,560
25	Transportation Expenses	\$159,917	\$175,049	\$156,594	\$186,390	\$186,390
26	Insurance	\$266,828	\$251,095	\$239,335	\$268,510	\$268,510
27	General Expenses	\$142,834	\$180,498	\$109,931	\$156,630	\$156,630
28	Repair and Maintenance	\$117,364	\$290,161	\$198,509	\$211,700	\$211,700
29	Total Control Operations	\$14,695,831	\$14,242,771	\$14,201,051	\$18,010,448	\$18,010,448
30						
31	Control Capital	\$930,972	\$351,209	\$666,643	\$527,520	\$527,520
32						
33	Total Control Division -	\$15,626,803	\$14,593,980	\$14,867,694	\$18,537,968	\$18,537,968
34						
35	<b>TOTAL ANNUAL BUDGET</b>	\$16,654,706	\$15,583,351	\$15,933,030	\$19,551,564	\$19,551,564
	Levy	\$17,300,234	\$17,832,456	\$18,171,041	\$18,665,369	\$18,852,023
	Revenue - other sources	225,753	285,442	460,570	235,000	235,000
	Fund Balance (end of year)	\$13,063,662	\$15,598,209	\$18,296,790	\$17,645,595	\$17,181,054
	Amount from FB used for exp.	(\$871,281)	(\$2,534,547)	(\$2,698,581)	\$651,195	\$464,541

**To: Commission Members**  
**From: Stephen Manweiler**  
**Re: Executive Director Report**  
**Date: April 2020**

## **1. DIRECTOR'S INITIATIVES**

The COVID-19 pandemic has necessitated a complete review of how we operate. In mid-March, all staff worked with IT to enable remote work capabilities to prepare for the season while dealing with COVID-19 restrictions including the Stay at Home order and school closings. Various groups of employees involved in administrative, human resources, lab, and field operations developed plans and strategies to enable a safe return to a more regular work schedule. All plans are designed to satisfy CDC and Mn. Dept. of Health recommendations.

The start date for the first seasonal inspectors was moved back two weeks (from April 13 to April 27) to allow time to acquire all resources needed to maintain as safe a work environment as possible. Field staff planned to begin limited field work the week of April 13 to practice the new safety strategies in preparation for the arrival of seasonal inspectors. We plan to implement COVID-19 safety measures in a stepwise manner in late April and early May to ensure staff safety.

MMCD staff donated a total of 1,080 N95 masks for medical providers, half in late March and the other half in mid-April.

## **2. MOSQUITO CONTROL SERVICES**

For the first two weeks in April, most RFT field staff have been working remotely from home. On April 13 most of the RFT field staff returned to their offices to work. The ones who continued to work remotely from home have children that they need to care for but are still scheduling some time to come into their facility to work. Field staff had planned to start inspecting small streams for black fly larvae and checking air sites for species of spring mosquito larvae the week of April 13 but the recent snow and cold weather has put that on hold until April 20.

Field staff are mostly working on developing protocols to bring seasonal inspectors back to work for the District without exposing each other to the COVID-19 virus. There have been a lot of good ideas and many have been put in place. The focus is how can we train inspectors, coordinate the work, and do the work while maintaining social distancing. Also, staff have been reviewing CDC recommendations on disinfecting the workplace and putting these protocols in place.

Most of the facilities have filled all their seasonal inspector positions and they will be starting small groups on April 27. This will give each facility an opportunity to put the new protocols into operation and make any adjustments before more inspectors start on future dates.

### **3. MOSQUITO-BORNE DISEASE**

The impacts of COVID-19 on mosquito control efforts have yet to be appreciated, although prevention of mosquito-borne diseases will remain a top priority for MMCD. West Nile virus presents the greatest mosquito-borne disease risk in our area and we are currently preparing service strategies that ensure we maintain the same level of WNV risk reduction as any other year. We will continue to conduct larval control targeting WNV vectors in storm water management structures and wetlands where they develop. We will also continue to trap and test adult mosquitoes to track the virus and to direct additional control services.

La Crosse encephalitis prevention is a continuous endeavor as the vector's container and tire habitats can be eliminated at any time of the year. We were able to eliminate a considerable number of larval habitats last fall, which will help lower LAC risk this year. We will continue to conduct adult surveillance and control services to reduce LAC vector populations and field staff will continue to identify and eliminate larval habitats throughout the 2020 season to ensure we keep LAC risk low.

Spring floodwater mosquitoes have already started hatching and we will soon begin larval surveillance and control to both reduce the risk of Jamestown Canyon illness and mosquito annoyance. We plan to continue to conduct surveillance for JCV in conjunction with partners through the Midwest Center of Excellence for Vector-borne Disease by processing adult mosquitoes for viral analysis, as well.

We will maintain our Eastern equine encephalitis surveillance by monitoring vector populations and testing adult mosquitoes for the EEE virus. We will respond to elevated vector populations with adult control services. We are also working collaboratively with state agencies and the University of Minnesota to investigate recent EEE transmission in northern Minnesota.

### **4. TECHNICAL SERVICES LAB**

Most of March has been spent working out the logistics of locating the lab personnel with keeping physical distancing in mind. We have also been working on setting up a station in the garage where field staff will be able to drop off samples and pick up supplies and mail. The lab inspectors will be coming on incrementally so hiring, training, and orientations will be done 1:1 or 1:2, while maintaining physical distancing. Staff will be able to access PowerPoints at their workstations and will be able to follow along on their own or as presentations are narrated.

We have also been working on other projects, which should be finalized in April, most notably finalizing the Technical Advisory Board Report for 2019 and the Overview 2019 for the field staff.

### **5. PUBLIC AFFAIRS**

Due to precautions over COVID-19, all public presentations are currently postponed or cancelled as are all of our public events and school presentations. We are working on

“distance” methods to get our message out to the public this year with the assumption that almost all 2020 events will be either cancelled or reduced in size.

Last week we published our first PSA about ticks on our blog. We also have plans to publish posts and create videos to inform the public about yard maintenance, MMCD operations, adult mosquito control, and more. We're also working on producing a presentation for school-aged children (upper elementary to middle school) to provide to teachers who are not able to have us in person this year.

### Social Media

Our social media has been active this past month providing updates to the public about MMCD's response to the COVID-19 pandemic. Here are the latest numbers:

- Facebook – 1,463 Page Likes (Up 5 from March 1)
  - Facebook.com/metromosquitocd
- Twitter – 571 Followers (Up 14 from March 1)
  - Twitter.com/metromosquito
- Instagram – 103 Followers (Up 4 from March 1)
  - Instagram.com/metromosquito

### Social Media

We created and sent our first internal newsletter this month. This is a new resource to help employees find lots of important information and resources in one place.

We regularly update the website homepage with information about MMCD's response to the COVID-19 pandemic.

We continue to make updates to the MMCD website to prepare for the upcoming season. View the website at [www.mmcd.org](http://www.mmcd.org)

## **6. TICK-BORNE DISEASE**

### Deer Ticks Are Out!

While not being found in high numbers yet, staff have found them out questing already. Check for ticks after being out in the deer tick's wooded habitat!

### 2020 *Ixodes scapularis* (Deer Tick) Surveillance Study

Our 2020 tick surveillance season will begin April 27. Due to COVID-19 prevention strategies and anticipated lower numbers of available field staff in 2020, this field work will be supported by St Paul office staff as needed during the 2020 season.

### Public Education

- Distribution and/or re-stocking of brochures, tick cards and posters will begin in spring.

- We continue to inform our Facebook followers of items of interest as they occur, including new items for 2020, including blogs, posted on our website or elsewhere.
- Our Tick Risk Meter is currently set to LOW. Deer ticks are out and will be questing any time temperatures are consistently above 40°F.

Signage

Signs to remind the public of deer ticks and disease prevention measures that were posted at dog parks and additional locations throughout the metro have mostly been removed for the season. For various reasons some signs remain up year-round.