

WaterGuards, LLC

January 11, 2021

Proposal for

Le Sueur County

Aquatic Invasive Species Prevention Program

AIS Inspection Services

STEPHANIE JOHNSON, PRESIDENT

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Stephanie Johnson



WaterGuards

I. Executive Summary

WaterGuards is pleased to submit this proposal to Le Sueur County for watercraft inspection and boater education services in Le Sueur County for the summer of 2021. WaterGuards is an experienced provider and will fulfill the requirements outlined in the request for proposal at an hourly rate of \$23/hour for Level I inspections. Please see detail below. *This proposal will remain valid until April 1, 2021.*

II. Introduction

WaterGuards provides lake access watercraft inspection and boater education services in order to prevent, limit or slow the introduction, establishment and spread of aquatic invasive species into our lakes and other waters. Our mission is to help counties, government units and lake improvement districts fight against invasive species.

III. Our Package/Scope of Work

Our standard watercraft inspection and education package includes:

- **Watercraft Inspectors.**
 - DNR trained Level I and/or II Inspectors to monitor your lake landings for invasive species.
 - Inspectors educate boaters on the laws and best practices to avoid spreading invasive species, improving our long-term odds of limiting the spread of invasive species.
 - Inspectors are dedicated to protecting Minnesota waters from invasive species.
 - Inspectors are uniformed with an official vest and lanyard designating status as an inspector to provide quick recognition by boaters and offer a visual sign of authority.
 - Each inspector has an electronic device for the DNR survey.
 - WaterGuards Level I inspectors are at least 16 years of age. Supervisors are at least 18.

- **Professional Management.**
 - WaterGuards hires the watercraft Inspectors. This includes advertising for employees, interviewing, and finding the right people to protect your waters.
 - We hire the most reliable and professional inspectors. We do not discriminate and are proud to hire military veterans, seniors and college students alike.
 - We work to ensure our inspectors get the best training and support to do the best work.
 - We schedule the inspectors so your access points are covered when you want them covered. We use an online scheduling app/system to maximize employee utilization and minimize any absences from your lake accesses.
 - We use an electronic attendance app with built-in GPS. Employees "clock in and out" via personal cell phone. Employees may not clock in or out if they are not at their designated site.
 - We regularly spot check watercraft Inspectors for quality assurance and immediately address staffing issues if they arise.
 - We assign a roving crew manager to coach inspectors.
 - We assist our inspectors when they must report findings or submit samples of invasive species to the DNR or make reports to law enforcement.
 - We keep inspectors up-to-date on recent invasive species infestations and also provide ongoing reminders of best practices all summer long.
 - WaterGuards maintains a good working relationship with the Minnesota DNR.

- **Payroll Management.**

- WaterGuards is an independent contractor. WaterGuards hires the employees, generates the W-2s, checks the I-9s and gathers the W-4s. The inspectors are WaterGuards, LLC employees.
- WaterGuards includes payroll taxes (FICA, FUTA, worker's compensation and state and federal unemployment) in its hourly rate.
- WaterGuards maintains its own workers compensation and liability insurance.
- We pay our employees higher hourly wages to attract and retain the best available talent.

IV. Inspection Schedule/Lakes

WaterGuards will provide inspection services from mid-May to October 2021.

Level I Inspectors

Lake Name	Number of Hours	Number of Accesses	Dates/Times of Inspections	Additional Comments
Volney	175	1	Holidays (include the weekend and/or week the holiday falls on), opening weekend for fishing	Most people use lake during holidays and opening weekend for fishing, have inspectors there during those times
Emily	100	1	Holidays, opening weekend for fishing	Unsure of number of boaters at access, the Lake Association isn't very active, limit number of hours and see how it goes
Rays	125	1	Holidays (include the weekend and/or week the holiday falls on), opening weekend for fishing	Unsure of number of boaters at access, there isn't a lake association established, limit number of hours and see how it goes, any remaining hours after holidays and opening weekend for fishing can be filled in as needed
Francis	500	2-east and west end	Holidays (include the weekend and/or week the holiday falls on), opening weekend for fishing	Inspectors already at the east access in the City of Elysian, only need inspectors at the west access, any remaining hours after holidays and opening weekend for fishing can be filled in as needed
Gorman	150	3	Holidays (include the weekend and/or week the holiday falls on), opening weekend for fishing	Unsure of the number of boaters at accesses, the Lake Association isn't very active, limit the number of hours and see how it goes, any remaining hours after holidays and opening weekend for fishing can be filled in as needed
Tetonka	265.5	1	Holidays (include the weekend and/or week the holiday falls on), opening weekend for fishing, most weekends	Heavy use by boaters and fishermen, inspectors there almost every weekend, on average sheriff's department is there for 100 hours
German	325	1	Holidays (include the weekend and/or week the holiday falls on), opening weekend for fishing, most weekends	Heavy use by boaters and fishermen, inspectors there almost every weekend, on

				average sheriff's department is there for 150 hours
West Jefferson	250	1	Holidays (include the weekend and/or week the holiday falls on), opening day for fishing, most weekends	Heavy use by boaters and fishermen, inspectors there almost every weekend, on average sheriff's department is there for 75 hours
East Jefferson	300	1	Holidays (include the weekend and/or week the holiday falls on), opening weekend for fishing, most weekends	Heavy use by boaters and fishermen, inspectors there almost every weekend, on average sheriff's department is there for 100 hours
Washington	500	2	Holidays (include the weekend and/or week the holiday falls on), opening weekend for fishing	Heavy use by boaters and fishermen, two accesses will need to split time between the two (focus during holidays and opening day of fishing), any remaining hours after holidays and opening weekend for fishing can be filled in as needed, on average sheriff's department is there for 100 hours
Pepin	100	1	Holidays (include the weekend and/or week the holiday falls on), opening weekend for fishing, both opening weekends for waterfowl hunting season, fill in remaining hours during summer and fall weekends	Unsure the number of boaters at access, I don't think there is a lake association, limit number of hours and see how it goes, any remaining hours after holidays and opening weekend can be filled in as needed
Scotch	100	1	Holidays (include the weekend and/or week the holiday falls on), opening weekend for fishing, both opening weekends waterfowl hunting season, fill in remaining hours during summer and fall weekends	Unsure the number of boaters at access, I don't think there is a lake association, limit number of hours and see how it goes, any remaining hours after holidays and opening weekend can be filled in as needed
Dora	75	1	Holidays (include the weekend and/or week the holiday falls on), opening weekend for fishing, both opening weekends waterfowl hunting season, fill in remaining hours during summer and fall weekends	Unsure the number of boaters at access, I don't think there is a lake association, limit number of hours and see how it goes, any remaining hours after holidays and

				opening weekend can be filled in as needed
Greenleaf	50	1	Holidays (include the weekend and/or week the holiday falls on), opening weekend for fishing, both opening weekends waterfowl hunting season, fill in remaining hours during summer and fall weekends	Unsure the number of boaters at access, I don't think there is a lake association, limit number of hours and see how it goes, any remaining hours after holidays and opening weekend can be filled in as needed
Sabre	50	1	Holidays (include the weekend and/or week the holiday falls on), opening weekend for fishing, fill in remaining hours during summer and fall weekends	Unsure the number of boaters at access, I don't think there is a lake association, limit number of hours and see how it goes, any remaining hours after holidays and opening weekend can be filled in as needed
Clear	100	1	Holidays (include the weekend and/or week the holiday falls on), opening weekend for fishing, fill in remaining hours during summer weekends	Unsure the number of boaters access, I don't think there is a lake association, limit number of hours and see how it goes, any remaining hours after holidays and opening weekend can be filled in as needed

- Hours between German, West Jefferson, and East Jefferson are flexible. Really dependent on whether the sheriff's department is at an access more than others. Will not exceed a total of 875 hours of inspections between the three lakes. Heavy fishing lake, preference is inspectors for early morning hours or later afternoon hours
- Gorman lake has three different accesses. State access is used more than the dam access; unsure about the west access. I would split the hours between the three accesses (State access has the most inspection hours, then west access, then dam access). We can always adjust hours at each access during the season. Fishing lake, preference is inspectors for early morning hours or later afternoon hours.
- Hours between the two accesses for Lake Washington are flexible. Really dependent on whether the sheriff's department is at an access more than others. Will not exceed a total of 500 hours of inspections between the two accesses.
- Unknown how active Pepin, Scotch, Dora, Greenleaf, Sabre, and Clear lakes are. Focus hours on holidays and opening weekend for fishing. Additionally, Pepin, Scotch, Dora, and Greenleaf lakes are used for waterfowl hunting. Would like inspectors at these accesses during opening weekends for waterfowl hunting.

Total number of hours for the season would be 3165.5.

Inspection start date is dependent on DNR training schedule and availability of training sessions for Le Sueur County.

Hours of operation will concentrate around the busiest time periods and will vary over the course of the season based on daylight.

If inspectors are available to work, we will provide inspections at designated lakes for the first weekends of waterfowl hunting season.

Inspectors will use personal electronic devices for data collection.

V. Hourly Rate

Hourly Rates for Inspections

- \$23/hour for Level I Inspectors.
- This rate includes employee's hourly pay, all payroll taxes, liability insurance, workers compensation insurance, on-going educational updates, and more.
- Other than limited DNR training, WaterGuards only charges for hours inspectors actually spend at the access unless agreed to by Le Sueur County.

Reduced Hourly Rate for DNR Training

- \$20/hour for DNR Training.

For DNR required training, not expected to exceed 8 hours per inspector (Level 1).

VI. Insurance

Certificate of liability insurance:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/24/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Mahowald Insurance Agency, LLC 916 W Saint Germain St Suite 100 Saint Cloud, MN 56301-4096	CONTACT NAME: PHONE (A/C, No, Ext): (320) 251-3751	FAX (A/C, No): (320) 251-2373
	E-MAIL ADDRESS:	
INSURED WaterGuards, LLC 29311 Kingsdale Circle Cold Spring, MN 56320	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Western National Mutual Ins Co	NAIC # 15377
	INSURER B: SFM	11347
	INSURER C: Chubb Group of Insurance Companies	20281
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INBR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> OBJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			CPP 1181002	5/8/2019	5/8/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CPP 1185635	5/8/2019	5/8/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB 1031176	5/8/2019	5/8/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MN) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	74938.203	7/6/2018	7/6/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Prof Liability			EONMNF144314452-002	5/8/2019	5/8/2020	Per Occurrence \$ 2,000,000
C	Prof Liability			EONMNF144314452-002	5/8/2019	5/8/2020	Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES: (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Waterguards, LLC
29311 Kingsdale Circle
Cold Spring, MN 56320

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE