

WaterGuards, LLC

July 29, 2019

---

# Proposal for

Le Sueur County

Aquatic Invasive Species Prevention Program

*AIS Inspection Services*

STEPHANIE JOHNSON, PRESIDENT

PO Box 277, St. Joseph MN 56374

320.249.7550 [sjohnson@waterguards.net](mailto:sjohnson@waterguards.net)

*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 2020. 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 January 30, 2020.*

## 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.

WaterGuards was founded in 2011 by Stephanie Johnson. As a long-time lake resident, she saw the need to help lakeshore owners protect their waters. After helping her own lake association implement a watercraft inspection and boater education program, she decided to help other lake associations and Minnesota counties do the same. Stephanie works regularly as an inspector and educator at area lakes to stay up-to-date and have first-hand knowledge of issues boaters and inspectors face.

## 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 1 inspectors are at least 16 years of age and Level 2 inspectors are at least 18 years of age.
  
- **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.
  - We have experience managing Level 2 inspectors with a decontamination unit.
- **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 mid-September 2020.

### Level I Inspectors

Lake Name	Number of Hours	Number of Accesses	Dates/Times of Inspections	Additional Comments
Volney	180	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	225	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	225	1-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	225	2	Holidays (include the weekend and/or week the holiday falls on), 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, any remaining hours after holidays and opening weekend for fishing can be filled in as needed
Sakatah	400	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
Tetonka	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
German	250	1	Holidays (include the weekend and/or week the holiday falls on), opening weekend for fishing, most	Heavy use by boaters and fishermen, inspectors there almost every weekend, on

			weekends	average sheriff's department is there for 150 hours
West Jefferson	325	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

- 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 two different access, but unsure what is used more. I would split the hours between the two, and 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.

Total Number of hours for the season would be 3030. A detailed schedule will be developed in April.

Inspection start date is dependent on DNR training schedule and availability of training sessions in Le Sueur County (or within 60 miles of 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.

Inspectors will use personal electronic devices or County-issued devices for data collection.

## V. Hourly Rate

### Hourly Rates for Inspections

- \$23/hour for Level I Inspectors.
- These rates include 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) or other training as agreed to by Le Sueur County and WaterGuards.

