



MEMORANDUM

TITLE: CWC AIS Watercraft Inspection and Decontamination Program Policy

DATE: February 21, 2017

TO: Non-county entities that partner with Crow Wing County on the watercraft inspection program

FROM: Crow Wing County – Land Services Department

In order to implement an Aquatic Invasive Species (AIS) watercraft inspection program that is consistent, transparent, and effective, the following policy is effective immediately.

- A. Crow Wing County will be the delegated local government unit (LGU) and responsible for assigning inspectors to landings and decontamination stations. Crow Wing County will also provide all required equipment such as, but not limited to, tablets, vests, mirrors, flags, and etc.
- B. Alternatively, the County will provide, to any LGU that agrees to sign a delegation agreement with the MN DNR and has at least a portion of jurisdiction adjacent to the lake, funding equal to the number of inspection and decontamination hours per-lake. The funding will be for watercraft inspections and decontamination only. The County reserves the right to discontinue funding if funds are spent for other purposes. Non-county entities (such as lake associations) will be responsible for securing the LGU. The entity will be responsible for working with the LGU to hire and schedule inspectors and provide all other required MN DNR required equipment. For more information about watercraft inspection delegation agreements, see the MN DNR's ["Watercraft Inspection Delegation Agreement Q & A"](#).

Non-county entities that partner with Crow Wing County on the watercraft inspection program ("partners") agree to the following:

1. Crow Wing County's "master schedule" and inspector availability are the sole basis for scheduling inspectors at landings.
 - a. The master schedule is based on "peak" usage at landings and reflects changes in landing usage due to time of day (day vs. night), days of the week (weekend vs. weekday), and seasonal trends (spring vs. summer vs. fall).
 - b. The master schedule will be shared with partners (e.g., lake associations).
 - c. The master schedule will be implemented with the following benchmarks:
 - i. March: Master schedule is created by County staff using only the County allocated hours from the County Board approved CWC AIS Plan. For lakes where watercraft inspection or boat counter data is available, it will be utilized. For lakes where no data is available, the County will use other sources and may pro-actively reach out to specific partners for more information. The draft schedule will then be sent to partners for feedback on: (a) additional hours of inspections on specific days, and (b) amount of additional hours (if any) at the end of the County's allocation they would like to have.
 - ii. April: Master schedule is revised to reflect partner feedback and additions.
 - iii. May: Final master schedule is published.

- d. Requests for changes to the “master schedule” after it is published in May will only be considered if communicated to the AIS Coordinator at least two weeks prior to the proposed change.
 - e. Regardless of the source of funds paying for inspectors, Crow Wing County will abide by the master schedule and inspector availability for the entire duration of the AIS watercraft inspection season.
 - f. The master schedule is to be interpreted as a guide which is ultimately subject to inspector availability (inspectors may become sick, have an excused absence, etc.)
2. Crow Wing County will not provide partners with access to weekly or bi-weekly schedules of inspectors at the landing.
 - a. The AIS Coordinator may be contacted directly for verification of hours scheduled on an as-needed basis.
3. Crow Wing County will not schedule inspectors prior to walleye open-water fishing opening weekend for any reason, which is typically the second weekend in May.
4. Scheduling at the landing will occur in the following priority order: (1) MN DNR inspector schedule, (2) Crow Wing County / LGU inspectors, and (3) volunteers.
 - a. Crow Wing County will not schedule inspectors around volunteer schedules.
 - b. Crow Wing County will inform partners when an inspector is unable to make a scheduled shift upon request so that volunteers can be arranged to be at the landing.
5. Inspectors are expected to be available to work at multiple lakes and be available at regular times.
 - a. Crow Wing County will not “dedicate” specific inspectors to work only at one lake or one landing.
 - b. Recruiting inspectors into the watercraft inspection program does not guarantee that those inspectors will work only at a specific landing or lake.
 - c. No “on-call” inspectors will be considered.
 - d. Typical working shifts will be 6-10 hours in length at a time.
6. Inspectors are to adhere to the CWC Watercraft Inspection Policy Manual and Employment Resource Center (ERC) policies. This accounts for issues such as leaving the landing, appropriate appearance, lunch / breaks, weather events, etc.

CC: Mark Liedl, Land Services Director