

Wadena County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
<input type="checkbox"/> Consent Agenda Item	

Approval of MNPCA county Feedlot Program Delegation Agreement Work Plan

Date of Meeting: 01-06-2026 Total time requested: 5 minutes

Department Requesting Action: Wadena SWCD- Feedlot Program

Presenting Board Action/Discussion at Meeting: Savanna Anderson

Background Supporting Documentation enclosed

I included the Annual work plan that needs approval. The annual plan lays out our strategies for inspections, how we are handling registrations and violations and any planned outreach we have.

Options Supporting Documentation enclosed

Recommendation The Wadena County Board of Commissioners approves the following by Motion:

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Weyer	<input type="checkbox"/> Weyer
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

Signatures

STATE OF MINNESOTA}
 COUNTY OF Wadena}
 I, Heather Olson, Auditor/Treasurer, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting.
 Witness my hand and seal:

Seal

Minnesota Pollution Control Agency County Feedlot Program Delegation Agreement Work Plan

(When completing this document, make sure to fill in the grey boxes and Xs with the specified information.)

Delegation Agreement Years: 2026 – 2027

County: Wadena

County Feedlot Officer (CFO): Savanna Anderson

If CFO is employed solely by SWCD, list designated County employee who will sign permits/Grant Agreement: Deana Malone

Telephone number(s): 218-632-4201

Email address(es): savanna.anderson@wadena.mnswcd.org
deana.malone@wcmn.us

A. Strategies

Minn. R. ch. 7020.1600, subp. 3a. states a County must develop annual plans and goals in accordance with registration, inspection, compliance and owner assistance responsibilities as well as permit goals, complaint response and staffing levels.

Registration Strategy

See Appendix A for additional clarifying information regarding Registration of feedlots.

- 1. Please indicate the method(s) the County will use to provide a feedlot owner, who does not have an email address, with a registration receipt within 30 days of the county entering the registration information into the online registration service: (Double-click on checkbox and select "checked." Select all that apply.)**

- A registration receipt letter or mailing copy of record.
- An inspection letter that contains confirmation about registration/re-registration.
- A permit and/or a permit cover letter that contains confirmation of registration/re-registration.
- The County will document the dated 30-day registration receipts, as described below:
Click or tap here to enter text.

- 2. Please indicate how the County will register sites using the online registration service. Select all that apply or provide a narrative if the County is planning to conduct registrations in another manner than those provided below:**

- The County will advise feedlot owners to use the online registration service to register new feedlots or update existing feedlot registration information.
- The County will request feedlot owners complete and submit a registration data collection sheet. Upon receiving completed registration data collection sheets, the County will enter registration information into the online registration service for feedlot owners.

- The County will collect registration information during site inspections and will enter registration information into the online registration service for feedlot owners.
- The County will use information provided by feedlot owners on permit application forms and/or Notices of Construction forms and will enter registration information into the online registration service for feedlot owners.

Click or tap here to enter text.

3. **The County will address facilities that upon re-registration show an increase in animal units, a change or addition to animal types, or a change or addition to manure storage (i.e., liquid storage not previously included) by contacting the feedlot owner to verify the information provided in the updated registration and determine if other actions (i.e. site inspection, permitting, enforcement action or update of NMP) are needed to address the changes in the registration.**
4. **Please describe the strategy and timeline the County shall follow to address facilities that are not registered/re-registered in the current and/or prior four-year registration cycle. Select all that apply:**
 - Register/re-register sites throughout the four-year registration cycle.
 - Register/re-register sites early in the fourth year of the registration cycle.
 - Sites required to be registered that do not have a current registration (registered prior to January 1, 2022) Date will be inspected or contacted to verify animal numbers so registration can be updated.
 - Other (Example: How the county will address multiple AIs/sites that have the same address. Describe below:)

Click or tap here to enter text.

Inspection Strategy

For assistance with completing this part of the Delegation Agreement Work Plan please see **Appendix A**. A County must have an inspection strategy for the purpose of identifying pollution hazards and determining compliance with discharge standards, rules and permit conditions.

Note: *At least half of the required seven percent inspections need to be “Compliance” inspections. However, stockpile and manure storage area closure inspections conducted on their own do not count towards the County’s minimum seven percent inspection rate.*

Required Inspection Strategies

Strategy	Year 1	Year 2
Conduct compliance inspections at existing sites that have not had an inspection within the last year and have submitted permit applications proposing construction or expansion to ensure that the appropriate permit is issued.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

The County’s inspection strategy shall include goals for conducting a **majority** of inspections at high risk/high priority sites. The strategy may also include goals for low risk/low priority sites. The County may choose from the provided examples and/or write an alternative strategy in the space provided in the below sections.

High risk/High priority sites (*check all that apply*):

- Sites within shoreland, a Drinking Water Supply Management Area (DWSMA), or other prioritized impaired waters.
- Sites that have open lot area(s) without runoff controls.
- Sites that have never been inspected that fall into the first two checkboxes.
- Sites that, according to previous inspections, have not been maintaining adequate land application records and/or manure management plans.
- Sites constructing Manure Storage Areas (MSA) and open lot runoff controls.
- Conduct phosphorus inspections within a formally designated area. *Sites within high nitrate vulnerable areas or that may apply manure to high nitrate vulnerable areas. Refer to the Nutrient Management Planning Map and the Vulnerable groundwater area layer link: <https://experience.arcgis.com/experience/b99690542f364a6dace31df6fab2e55a>*
- Alternative Strategy (*explain alternative strategies below*):

Click or tap here to enter text.

Low risk/Low priority sites (*check all that apply*):

- Sites within a specified size category (i.e., 300-499 AU). *Please explain/describe your inspection strategies in the text box below.*
- Sites within a watershed, township or other formally designated area.
- Conduct phosphorus inspections within a specific watershed, township or other formally designated area.
- Conduct in-field land application inspections within a specific watershed, township or other formally designated area.
- Conduct phosphorus inspections as part of a compliance inspection.
- Conduct in-field land application inspections as part of a compliance inspection or at non-NPDES sites >300 AU.
- Conduct inspections at all sites in the County on a five year or less rotating basis.
- Conduct inspections at sites required to be registered that have never been inspected.
- Alternative Strategy (*explain alternative strategies below*):

Click or tap here to enter text.

Inspection Strategies

Inspection Strategy	Inspection Goal Year 1*	Inspection Goal Year 2*
Sites over 300 AU	1	1
Sites between 50 AU and 299 AU	4	4
[Enter description of strategy. If choosing prioritized impaired water specify the area.]	[Number of Inspections]	[Number of Inspections]
[Enter description of strategy. If choosing prioritized impaired water specify the area.]	[Number of Inspections]	[Number of Inspections]
Total:	5	5

**Enter the number of inspections the County predicts will be completed for each category.*

Note: Numbers entered for in-field land application goals must be quantified by feedlot sites and not individual farm fields.

At least seventy five percent (75%) of inspection data shall be entered into Tempo within 120 days of the inspection. Minimally funded counties may enter data less frequently.

- Yes, I agree No I do not agree (*discuss with MPCA staff*)

Note:

- Counties need to enter data from all feedlot inspections at feedlots required to be registered into Tempo by no later than **February 1** of the year following the end of the program year.
- Counties that enter ninety percent (90%) of inspection data within 60 days of the inspection date will receive four (4) Performance Credits.

Be sure to read and understand Appendix A for required inspection documentation.

Compliance Strategy

1. Please state the various initial method(s) and practice(s) the County will use in response to **compliance inspections** that result in non-compliance: (Blatant violations will be referred to MPCA as soon as possible in accordance with Appendix C.)
 - Include corrective actions with completion deadlines in the inspection results notification letter.
 - Issue a Letter of Warning (LOW) or a Notice of Violation (NOV) that will include corrective actions and deadlines.
 - Issue an interim permit that includes timelines for corrective actions.
 - Other (describe below):
Click or tap here to enter text.

2. Please indicate the various initial method(s) and practice(s) the County will use in response to **land application inspections** that result in non-compliance: (Blatant violations will be referred to MPCA as soon as possible in accordance with Appendix C.)
 - Address non-compliance at the same time the facility non-compliance is addressed. See above.
 - Include corrective actions with completion deadlines in the inspection results notification letter.
 - Issue an LOW or NOV that will include corrective actions and deadlines.
 - Other (describe below):
Click or tap here to enter text.

3. Notification of inspection results, including corrective action(s) and completion deadlines, shall be sent to feedlot owners. For compliance inspections and/or desktop N & P record reviews the notification of results will be sent to feedlot owners within 30 days of a compliance determination. County intends to follow-up with feedlot owners to evaluate progress.

Yes, I agree No I do not agree (*discuss with MPCA staff*)

4. Explain how the County will escalate enforcement action when progress is not being made on corrective actions. (**Note:** See Appendix C – MPCA memorandum on CFO referral to MPCA.)

Work with MPCA to take appropriate steps to ensure corrective actions take place.

Owner Assistance Strategy

1. Please describe the type and number of activities you plan to conduct during the term of this DAWP and how you will track the number of producers reached. (Example: group education events, newsletters, newspaper articles, producer surveys, distribution of manure sample containers, help with MMP writing, social media posts.)

I plan to have at least 2 educational feedlot posts on our social media account each year and I plan to put at least 1 informative article in local papers each year. We also have manure sample kits on site if owners request one.

Counties are pre-approved to conduct publicity based on their Owner Assistance Strategy. Counties need to add “Paid for by a grant from the State of Minnesota” to any originally created Minn. R. ch. 7020 information intended for distribution.

2. Provide assistance to feedlots applying manure within MDA Level 2 DWSMAs in the county. Assist those feedlots with 300+ AU with MMP development and record keeping within the Nutrient Management Tool. Assist feedlots under 300 AU to understand and implement the “Small Farm MMP” and record keeping forms provided by the MPCA. Please explain how the County plans to provide this assistance for these feedlots, below.

Not Applicable (There are no Level 2 DWSMA’s within the County.)

Click or tap here to enter text.

Communication strategy (The communication strategy is intended to ensure that effective communication occurs between CFOs and MPCA regional representatives. Below are opportunities for connecting face to face or virtually. Describe how intentional communication will occur over the two-year work plan.)

1. Please describe the strategy the County intends to follow to communicate updates and needs with MPCA over the 2-year work plan cycle. (Double-click on checkbox and select “checked.” Select all that apply.) Examples are below:

- Attend regional meetings.
- Attend the MACFO Conference.
- Have quarterly check-ins with MPCA Regional Rep, using designated check-in form.
- Submit permit review documents to MPCA regional rep prior to issuing.
- Attend a live U of MN training (MinnFARM, Nutrient Management).
- Review first two inspections of the year with MPCA regional rep.
- Alternative Strategy (describe below):

Click or tap here to enter text.

- The check-in form to be used is in the Feedlot Folder in Tempo Help.

B. Delegated County Minimum Program Requirements (MPRs)

Minn. Stat. § 116.0711, subd. 2. (c) states that 25% of the total appropriation must be awarded according to the terms and conditions of the following MPRs.

Inspection MPRs

A County must inspect seven percent (7%) or more of their State required registered feedlots annually, as determined by the table in Appendix B, to be eligible for the Inspection MPR award. A full compliance inspection, a construction inspection, a desktop nitrogen and phosphorus record inspection (desktop N & P) or an in-field land application inspection may only count once towards the minimum seven percent inspection rate. A second inspection done at the same site in the same year would be counted towards performance credits. At least half of the seven percent (7%) inspections need to be compliance inspections. The remaining half can be a combination of construction inspections, desktop nitrogen and phosphorus record inspections or in-field land application inspections. **Note:** the stockpile and manure storage area closure inspections, on their own, do not count towards the minimum seven percent inspection requirement.

Inspection MPRs	Year 1	Year 2
1. Agency-approved number of feedlots required to be registered by the State. <i>(For Year 1, enter the “Feedlots Eligible for Funding” number for your county found in Appendix B. For Year 2, the Agency-approved number of feedlots for each county will be determined by the MPCA around April 1, 2026. Counties will need to determine the number of inspections that need to be conducted to meet their 7% inspection rate based on the number of Agency-approved feedlots at that time.)</i>	68	<input type="text" value="XXX"/> The 2027 MPCA approved number of feedlots is to be added by the county in 2026.
2. County–Agency agreed upon inspection rate. <i>(Enter “7%” unless a different inspection rate percentage was negotiated.)</i>	7%	7%

3. County–Agency agreed upon inspection number for the identified time period. <i>(Calculate 7% of the number from item 1. If not a whole number, round up to the nearest 0.5 and enter it here. Example: 12.0 =12.0, 12.1 thru 12.5 = 12.5, 12.6 thru 12.9 = 13.0)</i>	5	[XXX] To be added by the county in 2026.
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Non-Inspection MPRs

Registration MPRs	Yes	No
1. The County will register and maintain registration data in the Tempo database (Minn. R. ch. 7020.0350, subp. 1 and 7020.1600, subp. 2. C). <i>Instructions for entering registration information into the online registration system are available in Tempo HELP/Feedlot folder/Registration Information folder/ "Online Registration FAQs.docx"</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. The County issues a registration receipt to the feedlot owner within 30 days of entering registration information into the online registration service if the site owner does not have an email address (Minn. R. ch. 7020.0350, subp. 5). <i>A file review should indicate the County has fulfilled the registration receipt requirement as stated in their Delegation Agreement Work Plan Registration Strategy.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The County acknowledges the following: a. The MPCA will run a report on or about January 30, 2026 to determine the number of feedlots the County will receive funding for during 2027 and 2028. b. In order for feedlot sites to count for funding purposes for 2027 and 2028 they must: <ul style="list-style-type: none"> • Have a locked registration in Tempo, • Have a registration Effective Start Date of January 1, 2022 or later; and • Be required to register: 10 or more AU in shoreland areas or 50 or more AU outside shoreland areas. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Inspection MPRs	Yes	No
3. The County maintains a record of all compliance inspection results, including land application inspections, conducted at feedlots required to be registered. At a minimum, counties must maintain on file (electronic or paper) inspection documentation as outlined in Appendix A (Minn. R. ch. 7020.1600, subp. 2.H.). <i>A file review should indicate that the County uses and maintains on file inspection documentation as stated in their Delegation Agreement Work Plan Inspection Strategy.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. The County enters data from all feedlot inspections at feedlots required to be registered into Tempo no later than February 1 of the year following the end of the program year (Minn. R. ch. 7020.1600, subp. 2.H) and at least seventy five percent (75%) of inspection data shall be entered into Tempo within 120 days of the inspection. Minimally funded counties may enter data less frequently. <i>A Tempo database query should indicate that inspection checklist data was entered into Tempo within required parameters.</i> <i>Instructions for entering an inspection into Tempo are available in Tempo HELP/Feedlot folder/ Inspection Information folder.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Inspection MPRs	Yes	No
<p>The County acknowledges the following:</p> <p>a. For inspections to count toward the required seven percent (7%) inspection rate they must*:</p> <ul style="list-style-type: none"> • Be at sites that are required to register: 10 or more AU in shoreland areas or 50 or more AU outside shoreland areas. • Have a locked inspection in Tempo; and • Have occurred during the CFO Annual Report reporting year. <p>*If at the time of inspection a site has a current (January 1, 2022 or later) locked registration with animal numbers that require registration (10 or more AU in shoreland or 50 or more AU outside of shoreland), and as a result of the inspection the registration information is updated to animal numbers that no longer require registration, the inspection shall count toward the seven percent (7%) inspection rate.</p> <p>b. Inspections at feedlot sites will not count toward the required seven percent (7%) inspection rate if:</p> <ul style="list-style-type: none"> • Inspection information is not entered into Tempo, or • Inspections entered into Tempo are not locked. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>5. The County's Inspection Strategy has been approved by the agency (Minn. R. ch. 7020.1600, subp. 3a.B(1-2)).</p> <p><i>The County's CFO Annual Report should indicate the County initiated inspection plans and goals as stated in their Delegation Agreement Work Plan Inspection Strategy.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Compliance MPRs	Yes	No
<p>6. The County will notify the producer, in writing or via email, of the results of any inspection. The notification must include a completed copy of the Minnesota Feedlot Inspection Checklist (wq-f3-45e). (Minn. R. ch. 7020.1600, subp. 3a.B(5)(a)). For compliance and desktop N & P inspections the written or emailed inspection notification shall be within 30 days of a compliance determination.</p> <p><i>A file review should indicate the County has notified the producer(s) of compliance inspection results. Notification must be in writing or via email.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>7. The County will bring feedlot operations into compliance through the implementation of scheduled compliance goals as stated in the County's Delegation Agreement Work Plan Compliance Strategy (Minn. R. ch. 7020.1600, subp. 3a.B(5)).</p> <p><i>A file review should indicate that the County brought non-compliant feedlots into compliance as stated in their Delegation Agreement Work Plan Compliance Strategy.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>8. The County maintains documentation and correspondence for any return to compliance from a documented non-compliance status (Minn. R. ch. 7020.1600, subp. 2.H).</p> <p><i>When a County records a corrective action in Tempo, the file should contain documentation verifying the corrective action. Tempo should indicate that the audit data screen is correctly filled out for partial or complete upgrades and the Violations screen in Tempo has been updated to reflect the return to compliance.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Permitting MPRs	Yes	No
<p>9. The County will issue permits within the 60/120-day time period according to Minn. Stat. § 15.99 (Minn. R. ch. 7020.0505, subp. 5.C).</p> <p><i>A file review should indicate that the County date stamps all application components and, if applicable, uses letters to notify producers of incomplete applications. An application component received by the County electronically (via email) does not need a date stamp provided the dated email is saved with the document.</i></p>	☒	☐
<p>10. The County will make sure all permit applications are complete. (Minn. R. ch. 7020.1600, subp. 2.C).</p> <p><i>A file review should indicate that the County uses the most recent agency-approved permit application checklist, verifying the information contained in the application is complete and accurate. When required a complete and accurate Manure Management Plan (MMP) must be submitted with the permit application. Note: upon UMN extension N recommendation changes, being incorporated into the MPCA's Nutrient Management Tool, (NMT), the county will encourage/promote the use of Online NMT when feedlot owners are required to develop MMP's as part of a permit application.</i></p>	☒	☐
<p>11. The County will ensure producer compliance with required notifications (Minn. R. ch. 7020.2000, subp. 4 and subp. 5).</p> <p><i>Public notifications for new or existing feedlots with a capacity of ≥ 500 AU proposing to construct or expand must include the following information:</i></p> <ul style="list-style-type: none"> <i>a. Owner(s) name(s) or legal name of the facility;</i> <i>b. Location of facility - county, township, section, quarter section;</i> <i>c. Species of livestock and total animal units;</i> <i>d. Types of confinement buildings, lots, and areas at the animal feedlot; and</i> <i>e. Types of manure storage areas.</i> <p><i>Public notification is completed by equal or greater notification of one of the following:</i></p> <ul style="list-style-type: none"> <i>a. Newspaper (affidavit in file);</i> <i>b. Delivery by mail or in person; or</i> <i>c. As part of a county/township permitting process (Conditional Use Permit);</i> <i>d. A copy of the newspaper including date of publication;</i> <i>e. A printed copy of the notification from the newspaper website including date of publication.</i> 	☒	☐
<p>12. The County will issue the appropriate permit after completion of required notifications (Minn. R. ch. 7020.2000, subp. 4, 5).</p> <p><i>A file review should indicate that permits have been issued more than twenty (20) business days after public notifications.</i></p>	☒	☐

Permitting MPRs	Yes	No
<p>13. The County will ensure that manure management plan (MMP) conditions have been met according to Minn. R. ch. 7020.2225, subp. 4.D prior to permit issuance (Minn. R. ch. 7001.0140).</p> <p>Upon UofM Extension nitrogen recommendation changes, incorporation of the changes into MPCA’s NMT and MPCA providing notice to the Delegated Counties, the county will require (Change or remove/reword) <i>use of MPCA online services for submittal of nutrient management plan development for CSF permit applications at sites with 300 AU or more & for Interim permit applications.</i></p> <p><i>A file should contain either a an NMP and a completed NMP review checklist for any interim permit issued for a site 100 or >100 AU; an NMP and a completed MMP review checklist for any CSF (construction short form) permit issued for a feedlot over 300 AU; A file review will confirm that a copy of the most recent Agency-approved MMP review checklist is in the permit file and verify that the NMP is complete, accurate and meets feedlot rule requirements as verified through the use of Tableau reports (i.e., Nutrient Management Tool Plan Reviewer) and the NMP review checklist.</i></p>	☒	☐
<p>14. The County will ensure that a producer who submits a permit application that includes a liquid manure storage area (LMSA) meets the requirements in Minn. R. ch. 7020.2100.</p> <p><i>A file review should indicate that MPCA engineering staff reviewed nonconcrete LMSAs, and for LMSA not requiring MPCA engineering staff review, the County uses the most recent Agency-approved LMSA checklist and that LMSA plans and specifications are complete, accurate and meet feedlot rule requirements as verified using the LMSA checklist.</i></p>	☒	☐
<p>15. The County will ensure that any pollution problems existing at a producer’s site will be resolved before the permit is issued or will be addressed by the permit (Minn. R. ch. 7020.0535, subp. 7 and 7001.0140).</p> <p><i>A file review should indicate the County issues interim permits in appropriate situations and conducts an inspection at existing sites within one year prior to permit issuance.</i></p>	☒	☐
Complaint Response MPR	Yes	No
<p>16. The County maintains a record of all complaint correspondence. (Minn. R. ch. 7020.1600, subp. 2.H. and subp. 2.J.(6))</p> <p><i>The County maintains a complaint log and promptly reports to the MPCA any complaints that represent a possible health threat, a significant environmental impact or indicate a flagrant violation.</i></p> <p><i>The complaint log should include:</i></p> <ul style="list-style-type: none"> <i>a. Type of complaint;</i> <i>b. Location of complaint;</i> <i>c. Date and time complaint was made;</i> <i>d. Facts and circumstances related to the complaint; and</i> <i>e. A statement describing the resolution of the complaint.</i> 	☒	☐

Owner Assistance MPR	Yes	No
<p>17. The County's Owner Assistance Strategy has been approved by the agency. (Minn. R. ch. 7020.1600, subp. 2.J.(5) and subp. 3a.B.(7))</p> <p><i>A review should indicate the County initiated their plan as stated in their Delegation Agreement Work Plan Owner Assistance Strategy.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staffing Level and Training MPR	Yes	No
<p>18. The CFO (and other feedlot staff) attend training necessary to perform the duties of the feedlot program and is consistent with the agency training recommendations. (Minn. R. ch. 7020.1600, subp. 2.K.)</p> <p><i>The County should complete a minimum of 18 continuing education units (CEUs). Each unit consists of one hour of training related to Minn. R .ch. 7020 competency areas: regulating new construction, conducting inspections and evaluating compliance, handling complaints and reported spills, responding to air quality complaints, resolving identified pollution problems, communicating with farmers and the agricultural community.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Air Quality MPR	Yes	No
<p>19. The County maintains a record of all notifications received from feedlot owners claiming air quality exemptions including the days exempted and the cumulative days used. (Minn. R. ch. 7020.1600, subp. 2.I.)</p> <p><i>The County should maintain a pumping notification log. The log should include:</i></p> <ul style="list-style-type: none"> <i>a. Names of the owners/legal facility name;</i> <i>b. Location of the facility (county, township, section, quarter);</i> <i>c. Facility permit number; and</i> <i>d. Start date and number of days to removal.</i> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Web Reporting Requirement	Yes	No
<p>20. The County maintains an active website listing detailed information on the expenditure of County program grant funds and measurable outcomes as a result of the expenditure of funds. (86th Legislature, MN Session Laws 2009, Chapter 37 – H. F No. 2123, article 1, section 3, subdivision 1)</p> <p><i>As of July 1 of the current program year, the CFO Annual Report and MPCA Financial Report from the previous program year should be posted on the County's website:</i></p> <p>https://www.revisor.mn.gov/laws/?year=2009&type=0&doctype=Chapter&id=37</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Appendix A

2026-27 Delegation Agreement Work Plan Guidance

This Delegation Agreement Work Plan applies to feedlots that are required to be registered under Minn. R. ch. 7020.

If a Delegated County (County) will not be able to meet their registration, inspection, compliance and/or owner assistance strategies during the year the County needs to communicate this with the MPCA in a timely manner and work with MPCA to determine an acceptable alternative. If a County is unable to achieve the strategies of the Delegation Agreement Work Plan, they risk losing funding. A County that does not meet the minimum seven percent inspection rate may be at risk for losing funding.

1. Data Practices

Any data requested that is part of the Tempo warehouse data dump, MPCA's "What's in my Neighborhood" and a submitted permit application and Manure Management Plan is public information. As such the county is not required to immediately notify the MPCA and is does not need to await direction on whether the county can disseminate this data to the public. The county can release this public data because this statement is a blanket approval for the county to do so.

2. Registration

a) Producer contact information

- If a feedlot owner provides contact information (phone / email) it needs to be entered. Counties should not enter their own contact information if a feedlot owner has provided contact information.
- If a feedlot owner does not provide contact information an effort should be made by the CFO to gather/obtain feedlot owner contact information (phone/email) before entering registration information so, if possible, the feedlot owner's contact information is entered rather than the contact information of the CFO.
- Entering CFO contact information (phone/email) as part of a feedlot's contact information should only be done as a last resort, meaning that either:
 - The feedlot owner does not have phone/email contact information.
 - The feedlot owner is unwilling to provide contact information.

b) Collected registration information

- If a feedlot owner submits registration information to the county (i.e., Registration Data Collection sheet or permit application) so that the county can enter the registration information into the on-line registration service, the submitted information needs to be retained (attached in Tempo or in county file).

c) Registration receipt

- If a feedlot owner does not provide email contact information and CFO email contact information is entered as contact information for the feedlot, the CFO needs to clearly document receipt of registration back to the feedlot owner. Acceptable forms of documentation include:
 - Dated registration receipt letter;
 - Dated inspection letter that indicates registration was updated;

- Dated permit cover letter that indicates registration was updated; or
 - The County will document the dated 30-day registration receipts as described in the Registration Strategy above.
- d) Register / Update feedlot registration information when permits are issued
- When a feedlot owner submits an application for a feedlot permit or Notice of Construction, the CFO needs to ensure that:
 - New feedlot sites are registered based on the information submitted; and
 - Registration information is updated for existing feedlot sites based on the information submitted.

6. Types of Inspections

Please refer to the Minnesota Feedlot Inspection Checklist (Checklist) to learn more about a feedlot inspection. All inspections must be documented.

Compliance Inspection is an onsite, full facility inspection during which all parts of the feedlot are inspected. When inspecting a site registered for ≥ 100 AU, the nitrogen section of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE Compliance Inspection* as the Compliance Evaluation Type and load applicable checklist.

Construction Inspection is an onsite inspection completed at a feedlot site that is constructing. A construction inspection typically involves just inspecting the construction activity that is taking place and does not require inspection of other parts of the feedlot. When entering an inspection of this type into Tempo, select *FE Construction Inspection* as the Compliance Evaluation Type and load applicable checklist.

Complaint Inspection is an inspection conducted in response to a complaint. A complaint inspection typically involves just inspecting the portion of the feedlot, land application site, manure stockpile or other areas relating to the complaint and does not require inspection of any other area not directly related to the complaint. When entering an inspection of this type into Tempo, select *FE Complaint Inspection* as the Compliance Evaluation Type.

Stockpile Inspection is an onsite inspection conducted to inspect one or more stockpiles. A stockpile inspection typically involves just inspecting the portion of the feedlot relating to the stockpile(s) and does not require inspection of other parts of the feedlot. The stockpile section(s) of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE Stockpile Inspection* as the Compliance Evaluation Type and load the applicable checklist portions.

Manure Storage Area Closure is an inspection that has been conducted at a facility and the inspector has evaluated the site's compliance with manure storage area closure requirements. If you have received a notification of manure storage area closure and did not inspect the facility, follow the procedure for "How to enter Notification of Manure Storage Area Closure" located here (<file:///pca.state.mn.us/xdrive/Tempo/Feedlot/>).

Note: *The stockpile and manure storage area closure inspections, on their own, do **not** count towards the minimum seven percent inspection requirement.*

Land Application Inspections

- **Phosphorus Inspection** is an inspection of the phosphorus portion of land application records that is conducted in conjunction with a compliance inspection of a site registered for ≥ 300 AU. The phosphorus section of the Checklist must be filled out for the inspection to be complete. Feedlot owners are required to maintain three (3) years of field records when fields do not have sensitive features and six (6) years when fields do contain sensitive features. **Please see phosphorus inspection guidance found on the MPCA County Feedlot Officers webpage for more information.**
- **Desktop Nitrogen & Phosphorus Record Review** is an inspection of both nitrogen and phosphorus land application records of a site registered for ≥ 300 AU. This is an independent inspection conducted without inspecting other parts of the feedlot. The nitrogen and phosphorus sections of the Checklist must be filled out for the inspection to be complete. This inspection typically would be conducted in the office after requesting and receiving application records, but it could also be conducted onsite. When entering an inspection of this type into Tempo, select *FE Desk-top Nitrogen & Phosphorus Record Inspection* as the Compliance Evaluation Type and load the applicable checklist. **Note:** When a Desktop Nitrogen & Phosphorus Record Inspection is conducted, review of the phosphorus portion of the records must be completed in the same manner as described in the Phosphorus inspection above.
- **In-field Land Application Inspection** is an onsite/in-field inspection that focuses on land application practices including but not limited to discharges and setback requirements. The inspection should include a review of the MMP as applicable. The in-field land application inspection section of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE In-field Land Application Inspection* as the Compliance Evaluation Type and load the applicable checklist. In-field land application inspections should focus on fields that have sensitive features present.

A special note about inspections at facilities designated as a large CAFO or operating under an NPDES or SDS Permit:

County inspections conducted at NPDES/SDS/CAFO sites DO NOT count towards the minimum seven percent (7%) inspection rate. If the inspection was requested of the County by MPCA feedlot program staff the County can add that inspection to the CFO Annual Report to obtain performance credits.

7. Inspection Documentation

Required

Each compliance inspection must be documented. A Checklist must be used for all compliance inspections as applicable (MPR #3). The results of compliance and land application inspections are to be documented and communicated in writing or via email to the feedlot owner. For compliance inspections and desktop N & P record reviews results are to be communicated to the feedlot owner within 30 days of a compliance determination (MPR #6).

Both the Checklist and the written communication of inspection results to the feedlot owner need to be either in the County's file or uploaded into Tempo.

It is not necessary to document and communicate results to the feedlot owner for a construction or complaint inspection unless compliance issues are discovered as a result of the inspection.

For **Compliance** inspections at feedlot sites with ≥ 300 AU where **manure application records are kept**, documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- A copy or photo of a representative sample of manure application records that were evaluated. Examples include manure and soil sample results, field maps with application rates, MPCA Manure Planner; (This is not tied to an MPR.)
- The County's evaluation of nitrogen rates (i.e., nitrogen rate worksheet). Include documentation used to make a nitrogen determination; and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet), if an optional phosphorus inspection is conducted in conjunction with a compliance inspection.

The County can also include additional items (photos, site map, etc.) as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For **Compliance** inspections at feedlot sites with 100-299 AU where **manure application records are required to be kept**, documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- The County's evaluation of nitrogen rates (i.e., nitrogen rate worksheet). Include documentation used to make a nitrogen determination; and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet), if an optional phosphorus inspection is conducted in conjunction with a compliance inspection.

The County can also include additional items (photos, site map, etc.) as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For **Desktop N & P** inspections documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- A copy or photo of a representative sample of manure application records that were evaluated; (This is not tied to an MPR.)
- The County's evaluation of the nitrogen rates (i.e., nitrogen rate worksheet); and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet).

The County can also include additional items as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For Compliance **inspections** at feedlot sites where manure application records are **not** required to be kept (sites with less than 100 AU) and other types of inspections, documentation in the file must include the Checklist, written communication of inspection results to the feedlot owner and at least one of the following suggested pieces of documentation.

Suggestions

The following are suggestions for documenting an inspection. This documentation should be either in the County's file or uploaded into Tempo.

- **Compliance Inspection** - aerial photos, maps, camera photos, notes (on non-compliance)
- **Construction Inspection** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, as-built documentation
- **Complaint Inspection** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, land ownership records, nitrogen and phosphorus record review worksheets, manure and/or soil test results

- **Stockpile Inspection** - aerial photos, maps, camera photos, notes, locations of nearby sensitive features requiring setbacks, soil information (slope/depth to seasonal water table/texture)
- **Land Application Inspections** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, land ownership records, nitrogen and phosphorus record review worksheets, manure and/or soil test results
- **Manure Storage Area (MSA) Closure** - either a letter stating that the MSA was closed in accordance with rule requirements and/or photo documenting the closure

For all inspection types except Construction and Complaint:

- Checklist must be used.
- Results must be entered in Tempo.
- A follow-up letter needs to be sent to the feedlot owner. The letter should include Checklist section(s) where non-compliance was identified (or a copy of the entire Checklist) and corrective actions/time frames for addressing non-compliance if applicable. For Compliance and Desktop N & P inspections the follow-up letter is to be sent to the producer within 30 days of compliance determination.
- Inspection documentation needs to be in County files or uploaded into Tempo.

For Construction and Complaint inspections:

- Inspection checklist can be used.
- Results must be entered in Tempo.
- Inspection documentation should be in County files or uploaded into Tempo.

How the minimum 7% inspection rate is determined and calculated:

1. A minimum of 7% of sites required to be registered must be inspected before any PCs are earned.
 - Only sites that received a Compliance, Construction, Desktop N&P, or In-field Land Application inspection can be used to satisfy the 7% minimum.
2. The following multipliers are used when using site inspections to satisfy the 7% minimum:
 - Sites that received a Compliance Inspection are counted as one (1.0) inspection.
 - Sites that received a Construction inspection are counted as one (1.0) inspection.
 - Sites that received a Desktop Nitrogen & Phosphorus Record inspection are counted as one (1.0) inspection.
 - Sites that received an In-field Land Application inspection are counted as one half (0.5) of an inspection.

How Performance Credits (PCs) are calculated

- Counties must meet or exceed 85% of the Minimum Program Requirements (MPRs) **and** the 7% minimum site inspection rate to be eligible to receive PCs.
- At **least half** of the site inspections used to satisfy the 7% minimum need to be **Compliance** inspections. The remaining half can be a combination of inspection types including Compliance, Construction, Desktop Nitrogen & Phosphorus Record Inspection, or In-field Land Application.
- PCs are not earned for inspections that satisfy the 7% minimum.

- Inspections are applied to the 7% minimum in the following order:
 1. Compliance
 2. Construction
 3. Desktop Nitrogen & Phosphorus
 4. In-field Land Application
- PCs are awarded for any inspection(s) not used to satisfy the 7% minimum based on the PC multipliers in the CFO Annual Report.

Examples

A county has 100 feedlots required to be registered. A minimum 7% inspection rate means a minimum of seven (7) feedlot sites need to be inspected and at least three and a half (3.5) of these inspections need to be Compliance inspections.

1. If the county inspects eight feedlot sites (8 Compliance inspections), they would receive 3 PCs for the extra Compliance inspection.
2. If the county inspects eight feedlot sites (7 Compliance and 1 Construction), they would receive 2 PCs for the extra Construction inspection.
3. If the county inspects nine feedlot sites (3 Compliance and 6 Construction), they would receive 0 PC. Only three Compliance inspections were done and that is not at least half (3.5) of the required 7% (7).
4. If the county inspects 13 feedlot sites (4 Compliance, 2 Construction, 1 Desk-top Nitrogen & Phosphorus and 6 In-field Land Application), they would receive 6 PCs.
 - 4 Compliance, 2 Construction, and 1 Desktop N&P inspections satisfy the 7%.
 - What is left goes towards PCs: 6 In-field Land Application x 1 = 6 PCs.
5. If the county inspects 18 feedlot sites (8 Compliance, 2 Construction, 1 Desk-top Nitrogen & Phosphorus and 7 In-field Land Application), they would receive 17 PCs.
 - The first 7 Compliance inspections go towards the 7%.
 - What is left goes towards PCs: one Compliance x 3 = 3 + two Construction x 2 = 4 + one Desktop N&P x 3 = 3 + seven In-field Land Application x 1 = 7 for a total of 17 PCs (3 + 4 + 3 + 7).
6. If the county inspects 15 feedlot sites (4 Compliance, 1 Construction, and 10 In-field Land Application), they would receive 6 PCs.
 - Four Compliance, one Construction, and four In-field Land Application inspections go towards the 7% ($4 + 1 + \{4 \times 0.5=2\} = 7$).
 - What is left goes towards PCs: six In-field Land Application x 1 = 6 PCs.

How inspections count towards the minimum seven percent (7%) inspection rate:

Compliance and construction Inspections count toward the minimum 7% inspection rate, each as one (1) inspection.

Desktop Nitrogen & Phosphorus Record Review (conducted independent of a compliance inspection) at a feedlot site ≥ 300 AU counts as one (1) inspection. Credit will be given only if there are records available and if those records are sufficient to make a compliance determination on the nitrogen and phosphorus record and rate requirements. Therefore, looking at both nitrogen and

phosphorus records during a desk-top nitrogen and phosphorus inspection counts as one (1) inspection.

In-field Land Application Inspection at a feedlot site that is required to be registered or at a feedlot site that receives manure from a site required to be registered counts as one half (0.5) an inspection. In order for the in-field land application inspection to count towards the minimum 7% inspection rate, the feedlot that is the source of the manure should not be considered a large CAFO or operating under an NPDES or SDS permit.

It is important to note that only one inspection can be counted toward the minimum 7% inspection rate for any given feedlot site during the program year. For example, if a County completes a compliance inspection and an in-field land application inspection at the same feedlot site during the same program year, the in-field land application inspection cannot be counted towards the minimum 7% inspection rate. However, any additional inspections completed for the same feedlot site during the same program year may count towards performance credits.

If **at the time of inspection**, a site has a current (January 1, 2022 or later) locked registration with animal numbers that require registration (10 or more AU in shoreland or 50 or more AU outside of shoreland) and as a result of the inspection the registration information is updated to animal numbers that no longer require registration, the inspection shall count toward the 7% inspection rate.

8. Inspection Strategy

As part of developing a realistic inspection strategy the County needs to consider all of their strategies (compliance and land application) and the time commitment required. The County should not design their inspection goals to simply meet the minimum 7% inspection rate. Rather, the County is urged to set inspection goals according to their inspection needs such as feedlots that have never been inspected. The County needs to be realistic with their inspection strategy because they will be required to initiate and work towards these strategy goals (MPR #5).

Recommended Approach for Developing an Inspection Strategy

Step 1. The first step is to calculate the number of feedlots the County intends to inspect annually. The County needs to set a goal of inspecting at least 7% of the total number of feedlots required to be registered in the County. Given this formula, a County with 300 feedlots would need to conduct 21 compliance inspections or a combination of 21 compliance/construction/desk-top nitrogen and phosphorus record/in-field land application inspections annually. One in-field land application inspection counts as one half (0.5) inspection towards the minimum 7% inspection rate.

Step 2. The second step is to decide how many inspections the County can conduct in each of the high risk/low risk categories over the next two years. Counties are encouraged to inspect sites in the BWSR One Watershed One Plan (see link below). Remember that inspections require follow-up and possible enforcement for non-compliant sites. Follow-up calls, letters, assistance and enforcement do not count towards the minimum 7% inspection rate.

9. BWSR ONE WATERSHED ONE PLAN (1W1P): <http://bwsr.state.mn.us/planning/1W1P/index.html>

APPENDIX B

Delegated County	County Vendor Number	Location	Feedlots Eligible for Funding	Minimal Funding	Base Grant Award (County must match)	MPR Award	Total Award
Big Stone	0000197278	2	53	Yes	\$7,500.00		\$7,500.00
Blue Earth	0000197279	2	327		\$27,848.67	\$12,310.57	\$40,159.24
Brown	0000197280	1	319		\$27,167.35	\$12,009.40	\$39,176.75
Carver	0000197282	1	160		\$13,626.26	\$6,023.52	\$19,649.78
Clay	0000197285	1	79		\$6,727.97	\$2,974.11	\$9,702.08
Cottonwood	0000197287	1	186		\$15,840.53	\$7,002.34	\$22,842.87
Douglas	0000197326	2	250		\$21,291.03	\$9,411.75	\$30,702.78
Faribault	0000197291	1	250		\$21,291.03	\$9,411.75	\$30,702.78
Fillmore	0000196178	1	561		\$47,777.07	\$21,119.97	\$68,897.04
Freeborn	0000197292	1	198		\$16,862.50	\$7,454.11	\$24,316.60
Goodhue	0000197327	1	445		\$37,898.03	\$16,752.92	\$54,650.95
Houston	0000197295	2	300		\$25,549.24	\$11,294.10	\$36,843.34
Jackson	0000197297	1	278		\$23,675.62	\$10,465.87	\$34,141.49
Kandiyohi	0000197330	1	274		\$23,334.97	\$10,315.28	\$33,650.25
Kittson	0000195228	1	18	Yes	\$7,500.00		\$7,500.00
Lac qui Parle	0000197331	1	172		\$14,648.23	\$6,475.29	\$21,123.51
Lake of the Woods	0000197332	1	19	Yes	\$7,500.00		\$7,500.00
Le Sueur	0000197299	1	147		\$12,519.13	\$5,534.11	\$18,053.24
Lincoln	0000197300	1	366		\$31,170.07	\$13,778.81	\$44,948.87
Lyon	0000197301	1	282		\$24,016.28	\$10,616.46	\$34,632.74
Marshall	0000197334	1	50	Yes	\$7,500.00		\$7,500.00
Martin	0000197302	1	489		\$41,645.25	\$18,409.39	\$60,054.64
McLeod	0000197362	1	229		\$19,502.58	\$8,621.17	\$28,123.75
Meeker	0000197303	1	273		\$23,249.80	\$10,277.63	\$33,527.44
Morrison	0000197305	1	529		\$45,051.82	\$19,915.27	\$64,967.09
Mower	0000197306	1	304		\$25,889.89	\$11,444.69	\$37,334.58
Murray	0000197307	1	425		\$36,194.75	\$15,999.98	\$52,194.73
Nicollet	0000197335	1	278		\$23,675.62	\$10,465.87	\$34,141.49
Nobles	0000197336	1	458		\$39,005.17	\$17,242.33	\$56,247.50
Norman	0000197308	1	46	Yes	\$7,500.00		\$7,500.00
Pennington	0000197338	1	32	Yes	\$7,500.00		\$7,500.00
Pipestone	0000197311	1	414		\$35,257.94	\$15,585.86	\$50,843.81
Polk	0000197339	1	54	Yes	\$7,500.00		\$7,500.00
Pope	0000197340	1	145		\$12,348.80	\$5,458.82	\$17,807.61
Red Lake	0000197341	1	31	Yes	\$7,500.00		\$7,500.00
Renville	0000197312	1	263		\$22,398.16	\$9,901.16	\$32,299.33
Rice	0000197343	1	237		\$20,183.90	\$8,922.34	\$29,106.24
Rock	0000197313	1	541		\$46,073.79	\$20,367.03	\$66,440.82
Stearns	0000194398	1	1328		\$113,097.95	\$49,995.23	\$163,093.18
Steele	0000197345	1	190		\$16,181.18	\$7,152.93	\$23,334.11
Stevens	0000197317	1	110		\$9,368.05	\$4,141.17	\$13,509.22
Swift	0000197318	1	138		\$11,752.65	\$5,195.29	\$16,947.94
Todd	0000197346	1	701		\$59,700.05	\$26,390.56	\$86,090.60
Traverse	0000197319	1	36	Yes	\$7,500.00		\$7,500.00
Wadena	0000197364	2	68		\$5,791.16	\$2,560.00	\$8,351.16
Waseca	0000197320	2	228		\$19,417.42	\$8,583.52	\$28,000.94
Watonwan	0000197322	1	162		\$13,796.59	\$6,098.82	\$19,895.40
Winona	0000197348	1	460		\$39,175.49	\$17,317.63	\$56,493.12
Wright	0000197323	1	220		\$18,736.11	\$8,282.34	\$27,018.45
Yellow Medicine	0000197349	1	225		\$19,161.93	\$8,470.58	\$27,632.50
Total			13,348	9	\$1,175,400.00	\$489,750.00	\$1,665,150.00

APPENDIX C

CFO referral of enforcement to MPCA

Policy memo: Referral of enforcement cases from delegated counties to MPCA

DATE : June 21, 2006 (updated June 1, 2021)
TO : MPCA and County Feedlot Staff
FROM : Randall G. Hukriede, Feedlot Program Manager
PHONE : 320-295-2227

Goal: To provide criteria to promote statewide consistency regarding acceptance of feedlot enforcement referrals from delegated counties to the Minnesota Pollution Control Agency (MPCA) where there is a persistent failure by a feedlot owner to correct pollution hazards. Referral of cases from the delegated counties to the MPCA should be done infrequently and only for very serious cases. This memo does not apply to situations where a county feedlot officer (CFO) discovers a blatant violation (e.g., acute discharging, pumping, piping, dumping manure to waters of the state). These situations should be referred to the MPCA immediately.

Situations where referrals may be accepted:

- Conflict of interest between producer and county/CFO;
- Serious environmental harm/potential for harm;
- Pollution problems and/or investigations involving multiple counties; and
- Other cases as determined appropriate by the MPCA.

Requirements for the county before cases are referred:

- County must have issued a Notice of Violation (NOV);
- County must have tried to refer the case to its county attorney if its previous enforcement action was not successful in resolving the case;
- County must send a letter to the MPCA describing what it has done to resolve the case and why it wants to refer the case to the MPCA; and
- County must agree to continue to work with the MPCA as needed to resolve the case.

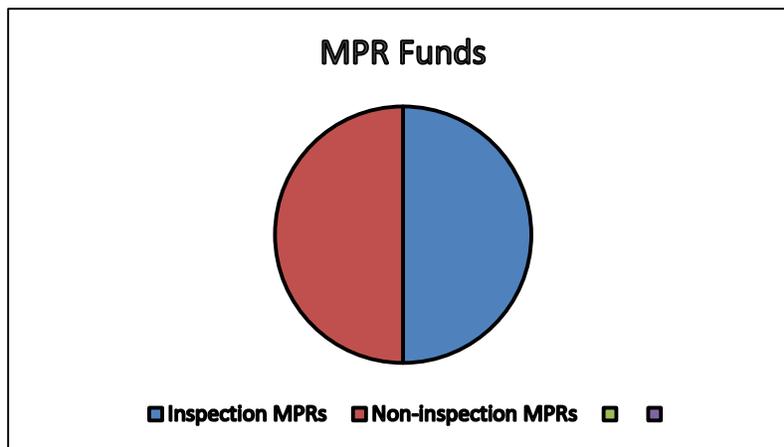
Requirements for the MPCA:

- Incorporate enforcement requirements by reference into county workplans and delegation agreements.
- Staff meet with supervisor and compliance coordinator to approve acceptance of the referral.
- Continue to conduct enforcement training for CFOs and/or county attorney as needed.
- Maintain a NOV and Letter of Warning to be used by counties.

Appendix D MPCA Feedlot Program

Minimum Program Requirements Scoring System Checklist

Minimum Program Requirement (MPR) funds are awarded when a county meets both inspection and non-inspection MPRs. Minn. Stat. § 116.0711, subp. 2 (c) states a county can lose 50% of MPR funds for not meeting inspection MPRs (7% inspection requirement). The MPCA has determined that if a county does not meet non-inspection MPRs, the county can also lose MPR funds. Therefore, half of the MPR funds can be lost for not meeting inspection MPRs (as per Statute) and half can be lost for not meeting non-inspection MPRs. To earn the total MPR fund amount, a county must meet inspection MPRs (7% inspection requirement) and at least 80% of their non-inspection MPRs.



FAILURE TO MEET INSPECTION MPRs (Minimum 7% inspection rate)

Fully Funded County	<ul style="list-style-type: none"> • Lose Performance Credits (PC) • Lose 100% of inspection MPR funds (50% of total MPR funds)
Minimally Funded County	<ul style="list-style-type: none"> • Lose PCs • Lose \$937.50 (half of 25% of \$7500)

Year 1 - See above, plus:

- MPCA County Program Lead sends letter (in addition to year-end review letter) to CFO's immediate supervisor copying CFO; and
- MPCA requires CFO to schedule one formal check-in with MPCA County Program Lead and MPCA Regional Representative to make sure the county is on track to meet requirements in subsequent year.

Year 2 – See above, plus:

- MPCA County Program Lead sends letter (in addition to year-end review letter) to a county staff person higher up the chain of command than the CFO's immediate supervisor (e.g., department head, county administrator, county board chair); and
- MPCA schedules a meeting with county program leadership to discuss and plan for success.

Year 3 – See above, plus:

- MPCA County Program Lead sends letter (in addition to year-end review letter) to a county staff person higher up the chain of command than the CFO’s immediate supervisor (e.g., department head, county administrator, county board chair); and
- MPCA schedules a meeting with county leadership to discuss issues, delegation, and a plan for county success or exit.

FAILURE TO MEET NON-INSPECTION MPRs

Both fully funded and minimally funded counties need to meet 90% of MPRs to obtain PCs (per statute).

If a county meets _ of non-inspection MPRs	County receives _ of non-inspection MPR funds
>80%	100% (50% of total MPR funds)
60-79.9%	50% (25% of total MPR funds)
<60%	0%

Year 1 – If a county meets <80% non-inspection MPRs, see above, plus:

- MPCA requires that the CFO schedule two formal check-ins with MPCA County Program Lead and the county’s MPCA Regional Representative to make sure the county is on track to meet requirements in subsequent year; and
- MPCA County Program Lead sends letter (in addition to year-end review letter) to CFO’s immediate supervisor and copies CFO.

Year 2 – If a county meets <80% non-inspection MPRs, see above, plus:

- MPCA requires that the CFO schedule three formal check-ins with MPCA County Program Lead and the county’s MPCA Regional Representative to make sure the county is on track to meet requirements in subsequent year.
- MPCA County Program Lead sends letter (in addition to year-end review letter) to a county staff person higher up the chain of command than the CFO’s immediate supervisor (i.e., department head, county administrator, county board chair); and
- MPCA schedules a meeting with county program leadership to discuss and plan for success.

Year 3 – If a county meets <80% non-inspection MPRs, see above, plus:

- MPCA requires that the CFO schedule three formal check-ins with MPCA County Program Lead and the county’s MPCA Regional Representative to make sure the county is on track to meet requirements in subsequent year,
- MPCA County Program Lead sends letter (in addition to year-end review letter) to a county staff person higher up the chain of command than the CFO’s immediate supervisor (i.e., department head, county administrator, county board chair); and
- MPCA schedules a meeting with county leadership to discuss issues, delegation, and plan for success or exit.

For minimally funded counties, MPR funds are equal to 25% of \$7,500.00 or \$1,875.00. Half of this amount (\$937.50) can be lost for not meeting the required 7% inspection rate (inspection MPRs) and up to half (\$937.50) can be lost for not meeting non-inspection MPRs.