



104 East 3rd Ave PO Box 335

Goodhue, MN 55027

651-923-5286 Ext. 4

www.goodhueswcd.org

April 8, 2024

To: Andrea Benck

Goodhue County Administration

Cover Memo

The Goodhue County Feedlot Compliance Coordinator Kelsey Petit requests to be on an agenda of the next available County Board meeting.

The County Feedlot Compliance Coordinator will discuss the 2023 County Feedlot Officer (CFO) Annual Report. The completion of the 2023 CFO Annual Report is a requirement of the feedlot officers that are delegated. The Excel 2023 CFO Annual Report is a form that records activities performed by the county during the calendar year and determine performance credits based on a scoring system. The Excel report relies on county-maintained data and data entered into the state wide reporting system that is administered by the Minnesota Pollution Control Agency (MPCA).

The Feedlot Compliance Coordinator has attached the 2023 County Feedlot Officer (CFO) Annual report, the Goodhue County 2023 Feedlot Financial Report, and the follow-up letter from the Minnesota Pollution Control Agency (MPCA) of the 2023 Annual Report Year-End Review.

There needs to be a signature from a County Board Commissioner on the 2023 CFO Annual Report as well as the 2023 Goodhue County Feedlot Annual Report. The 2023 CFO Annual Report and the 2023 Feedlot Financial Report must be posted on the Goodhue County website by July 1, 2024.

Thank you,

Kelsey Petit

Goodhue County Feedlot Compliance Coordinator

Goodhue SWCD

April 1, 2024

Kelsey Petit
104 East 3rd Ave
Goodhue, MN 55027

RE: 2023
Goodhue County Maintenance
Feedlot Program Year-End Review

Dear Kelsey Petit:

On March 28, 2024, the Minnesota Pollution Control Agency (MPCA) completed a year-end review of the Goodhue County Maintenance (County) delegated feedlot program for the period of January 1, 2023 through December 31, 2023. Based upon the review, the MPCA has determined that the County satisfactorily met 20 out of an applicable 20 or 100 percent of non-inspection minimum program requirements (MPRs). The County also satisfactorily conducted 34 inspections of the 428 feedlots required to be registered for an inspection rate of 7.94 percent.

In addition, the MPCA has reviewed the County's 2023-24 Delegation Agreement and Work Plan by comparing it to the work the county has done. No modifications to the Delegation Agreement Work Plan have been proposed at this time.

The MPCA commends the County for its work in 2023. If you have any questions regarding the review, please do not hesitate to contact me at 507-226-3898 or chelsea.habberstad@state.mn.us.

Sincerely,

Chelsea Habberstad

This document has been electronically signed.

Chelsea Habberstad
Environmental Specialist
Watershed Division

CH:

Enclosure: 2023 Year-End Review Worksheet

2023 County Feedlot Officer (CFO) Annual Report

(Data for the Period: January 1, 2023 - December 31, 2023)

Revised: 11/21/23

County: Goodhue
 Phone: 651-923-5286 Ext. 111

Contact Person: Kelsey Petit
 E-Mail Address: kpetit@goodhueswcd.org

Signature: _____
 (Signature of County Board Commissioner)

 (Date)

All data must be entered in accordance with the Annual CFO Report Guidance Document.

Except where identified, this report only addresses **non-CAFO/NPDES/SDS sites** required by 7020 to be registered.

STAFFING LEVEL						
1	FTEs - (Full Time Equivalents) supplied by the CFO(s):					1
2	FTEs supplied by other county staff, including administrative and support staff assigned to the feedlot program:					0.1
3	FTEs supplied through contract with other local government units:					0
4	Total Number of FTE positions that supported county program:					1.1
REGISTRATION <i>(Report your current numbers - base grant numbers are displayed for reference)</i>			Base	Current		
5	Feedlots in shoreland with 10 - 49 AU:		21	26		
6	Feedlots with 50 - 299 AU:		313	344		
7	Non-CAFO/NPDES/SDS ≥ 300 AU:		68	74		
8	CAFOs without NPDES or SDS permits 300-999 AU ("Gap Sites")		1	1		
9	Feedlots with NPDES or SDS permits:		25	25		
10	Total - Feedlots required to be registered:		428	470		
11	Total - Feedlots Eligible for Funding (FROM AGENCY BASE GRANT AWARD NUMBER)			428		
Feedlot Sites Inspected		Minimum number of FEEDLOT SITES required to register that must be inspected (7%):			30	
12	Number of FEEDLOT SITES that received a compliance, construction, desktop N&P, or in-field land app inspection (count in-field land app inspections as 1/2 of an inspection)					34
INSPECTION REPORTING						
Types of Inspections (at sites required to be registered)		10 - 49 AU	50 - 299 AU		300 or more AU	
Only count first instance of each type of inspection per feedlot		(in shoreland)	(except where noted)		(Non-CAFO/NPDES/SDS)	
13	Compliance inspections	2	27		6	
	13.1) How many included the optional P review				0	
14	Construction inspections	0	1		0	
	14.1) How many received a 2nd construction inspection	0	1		0	
15	Desktop N&P records inspection (P review as part of a compliance inspection should be reported in 13.1)		0	100+ AU & in DWSMA	0	
16	In-field land application inspection	0	0		0	
17	Complaint initiated inspections (any non-CAFO/NPDES/SDS)	0	0		1	
18	Routine or follow-up stockpile only inspection	0	0		0	
Other Inspection Related Info						
19	CAFO/NPDES/SDS sites inspected at the MPCA's request					0
20	Number of feedlots inspected within shoreland or a DWSMA.					4
21	Number of feedlots inspected within the County's priority areas as designated in the work plan.					34
22	Number of sites inspected found to be non-compliant with water quality discharge standards.					2
23	Number of sites inspected with 100+ AU found to be non-compliant with N and/or P requirements.					7
INSPECTION Performance Credits (Summarized from entries above)		Total	Not PC eligible	PC eligible	PC	PC Total
NOTE: Inspections assumed to satisfy the 7% minimum are not PC eligible						
24	Compliance inspections <i>min. # of compliance inspections: 15</i>	35	30	5	1.5	7.5
25	Construction inspections	1	0	1	1	1
26	Desktop N&P records inspections	0	0	0	1.5	0
27	In-field land application inspections	0	0	0	0.5	0
28	Compliance inspections that include optional P review			0	0.5	0
29	Number of facilities that received 2 or more construction inspections.			1	0.5	0.5
30	CAFO/NPDES/SDS sites inspected at the MPCA's request			0	0.5	0
31	Complaint initiated inspections (any non-CAFO/NPDES/SDS) (only count 1 per feedlot):			1	0.5	0.5
32	Routine or follow-up stockpile only inspection. (only count 1 per feedlot)			0	0.25	0

Additional Performance Credit Calculations and Supplemental Information

Describe below the progress made in meeting your program year work plan inspection goals. You must provide quantitative results for each compliance inspection and land application goal listed in your work plan.

For Goodhue County's inspection goals were to conduct inspections at sites that are at high risk/priority sites that have never been inspected and that are required to be registered. As well as sites that are within shoreland, open lot area(s) without runoff controls, and Drinking Water Supply Management Area (DWSMA). The County set a goal for 70 inspections to be accomplished in 2023.

PERMITTING		Number	PC	PC Total
33	30-day construction or expansion notifications received:	7	---	---
34	Interim Permits Issued or Modified:	1	2	2
35	Construction Short-Form Permits Issued or Modified at Sites \geq 300 AU:	0	1	0
36	Public meetings held for construction or expansion to \geq 500 AU:	0	---	---
ENVIRONMENTAL REVIEW (EAW)		Number	PC	PC Total
37	EAW petitions received:	0	---	---
38	EAWs prepared by county:	0	4	0
EMERGENCY RESPONSE		Number	PC	PC Total
39	Events where emergency response was conducted: (on-site visit)	2	2	4
ENFORCEMENT ACTIONS		Number	PC	PC Total
40	Letters of Warning (LOW) issued:	0	---	---
41	Notices of Violation (NOV) issued:	1	---	---
42	Court actions commenced:	0	---	---
FEEDLOT SITE SCHEDULED COMPLIANCE (Achieved in current reporting year)		Number	PC	PC Total
43	Feedlots where a partial environmental upgrade was achieved:	0	---	---
44	Feedlots where a complete environmental upgrade was achieved:	1	6	6
LAND APPLICATION SCHEDULED COMPLIANCE (Achieved in current reporting year)		Number	PC	PC Total
45	Feedlots 100+ AU where N records requirements were returned to compliance:	2	---	---
46	Feedlots 300+ AU (or 100+ DWSMA) where N&P requirements were returned to compliance:	4	---	---
47	Feedlots 100+ AU where in-field inspection non-compliance was resolved:	0	---	---

OWNER ASSISTANCE AND OUTREACH		Number	PC	PC Total
48	Sites visited to provide assistance	32	---	---
49	Workshops/trainings hosted/sponsored by the CFO:	0	2	0
	49.1) Total number of feedlot owners attending these events	0	---	---
50	CFO presentations at informational or producer group events: (per event)	0	1	0
51	Number of mailings to feedlot owners:	1	---	---
52	Feedlot articles placed in newspapers and/or social media:	2	---	---

Describe your workshops, trainings, newsletters, mailings, articles, or other assistance and outreach activities.

Date	Description
	Re-registration mailing(s)- Year round
10/26/2023	Manure application tips for fall (Goodhue SWCD Facebook page)
27-Sep	Summer Intern's Newspaper Article- Scheffler updates operation with manure storage pit- News Record pg 4.

CFO TRAINING AND MENTORING		Number	PC	PC Total
53	CFO - training CEUs: (Enter total training hours earned - list events below)	33.75	---	---
54	Hours mentoring New CFOs in another county (describe on a separate sheet):	0	0.25	0

List the training events attended.

Date	Description	Hours
1/18/2023	Webex: Data Practices (1.5 CEU)	1:29
2/15/2023	Webex: Watershed tool & reports (1.25 CEU)	1:23
15-Mar	Webex: Tableau update, inspection/violation list in Tempo (1.5 CEU)	1:28
March 21-23	MACFO Conference- Winona (15 CEU)	3,8,4
19-Apr	Webex: fish kills, audit data screen, inspection prep. (1 CEU)	1:06
5/17/2023	Webex: oversight project update, reg #'s, permit application review and issues (1.5 CEU)	1:28
5/30/2023	Regional Meeting: Owatonna (4 CEU)	4
11/1/2023	MinnFarm Training: Arlington, MN (5.5 CEU)	5:30
11/21/2023	Webex: Annual reporting, year-end wrap up (1.5 CEU)	1:34
12/20/2023	Webex: Continuous Improvement Project & CFO Yr. End Reporting (1 CEU)	:28

OTHER PROGRAM ACTIVITIES		Number	PC	PC Total
55	Feedlots where a MinnFARM was conducted (list sites below):	0	1	0
56	Notifications received claiming air quality exemptions:	12	---	---
57	Meetings with other local government and producer groups:	0	---	---
58	Feedlot ordinance revisions likely, in progress, or completed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes describe below			

MinnFARM completed by CFO		Describe other county program activities not identified elsewhere.
registration no.	Site Name	
		Update Goodhue SWCD facebook & Goodhue SWCD website with feedlot updates or upcoming events. Have manure kits available at the office. Recording papers, pamphlets, etc. available at the office. Assist producers with searching for feedlot information and answer their questions. Do free manure spreader calibrations. Assist producers on manure management planners. Assist with feedlot-fixes in the county with grant money. Attend the Goodhue County Fair as a vendor with feedlot information. In 2023 Goodhue SWCD completed 67 feedlot inspections, 32 of those inspections were done at feedlot sites that are not funded.

TEMPO DATA ENTRY - completed by MPCA staff via TEMPO review		Max Eligible PC	PC Earned
59	Reviewed registration files have ALL documentation uploaded to TEMPO. (if applicable)	3	3
60	All four inspection files have ALL documentation uploaded to TEMPO	3	3
61	Both permit files have ALL documentation uploaded to TEMPO	6	6
62	90% of inspection data entered within 60 days of inspection	2	2

TOTAL PERFORMANCE CREDITS			35.50
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BWSR Disabled types

- FL:Inspection & Compliance Plan**
- FL:Permitting**
- FL:Registration & Inventories**
- FL:Complaint response**
- FL:Owner Assistance Goals**
- FL:Staffing Level and Training**
- FL:Other County Program Goals

[Activity Category guidance document](#)

BWSR New Activity Category

- Planning and Assessment
- Regulation, Ordinances, & Enforcement
- Inventory/Mapping
- Regulation, Ordinances & Enforcement
- Education/Information
- Admin/Coordination
- Technical and Engineering

MPCA County Feedlot Financial Report

The county may show all county expenditures beyond the required match.

If the county spent MORE than the original match amount the county can show that amount. This may be helpful to show the legislature how much counties are spending to administer the MPCA feedlot program.

County _____
 County Feedlot Officer _____
 NAME PHONE

Enter county name. Enter CFO name and phone number.

	Budgeted	Spent	Balance Remaining
2022 funds leftover (to be returned)			enter amount leftover from previous year
2023 Grant Award Amount	enter grant dollar amount county rec'd from MPCA	enter grant dollar amount the county spent	enter grant dollar amount leftover
2023 Required Match Amount	enter dollar amount matched by county	enter match dollar amount spent by county	enter match dollar amount leftover
TOTAL	\$ -	\$ -	
PC NUMBER earned in 2023 for 2022 work	Enter the total number of Performance Credits received this year per MPCA.		
PC DOLLAR amount rec'd in 2023 for 2022 work	Enter the total amount of Performance Credit money received this year for last year's work per MPCA.		
TOTAL	\$ -	\$ -	0

Activity	Spent
Complaint Response	\$ 1,000.00
Inspections & Compliance	\$ 15,000.00
Owner Assistance	\$ 5,000.00
Permitting	\$ 567.00
Registration/Inventories	\$ 3,000.00
Training/Conferences	\$ 150.00
Other (explain)	
Parking	\$ 200.00
<p>Choose either "overhead lump sum" or "overhead broken down" below. If Overhead is figured into CFO's salary which is in turn figured into program activity costs above, state that here -> and do not enter Overhead costs.</p> <p><i>Example: Overhead is figured into salary. Program activities include overhead.</i></p>	
<p>Overhead Lump Sum (If you do not break down overhead expenses but track them in a lump some or in addition to salary, enter that amount.)</p>	Spent
	\$ 15,000.00
<p>Overhead Broken Down (If you break down overhead expenses please enter amount spent for each.)</p>	Spent

These categories are the same as the disabled BWSR Activity Categories. See above.

Please enter here any money spent for things that are not covered above.

Find out if your county lumps overhead costs or if overhead costs are separated out. If costs are included in CFO's salary, state that here and DO NOT enter an amount in either overhead box since these costs are already figured into the CFO's salary. We don't want them counted twice.

If costs are lumped together and not figured into the CFOs salary enter the amount spent.

Office (lease, utilities, furniture, insurance, etc.)	\$ 567.00
Vehicle (lease, fuel, mtnc., etc.)	\$ 2,000.00
Supplies (computer, internet, phone, copier, fax, paper, postage, etc.)	\$ 500.00
Other (explain)	
Reasearch fees	\$ 567.00
	\$ 567.00
TOTAL	\$44,118.00

If costs are not lumped together and not figured into the CF'Os salary, enter the amount spent for each category.

Employee Name	FTE	Grant Salary Expense (includes insurance/benefits)
Mildred Ernster	0.75	\$ 24,000.00
John Poe	0.5	\$ 16,000.00
Dewey Needham	1	\$ 32,000.00

Grant Salary Expense (includes insurance/benefits)

Enter each employee's name that administers the feedlot program including administration staff.

Enter the number of feedlot FTEs each employee is assigned.

Enter the amount spent in salary for each employee. This will most likely be annual salary x FTE.

If overhead is figured into the CFO's annual salary when recording feedlot costs, use that annual salary.

TOTAL 2.25 \$ 72,000.00

FTE = Full Time Equivalent; the percentage of employee's time dedicated to the feedlot program.

CY2023 MPCA County Feedlot Financial Report			
The county may show all county expenditures beyond the required match.			
		Revised 10/9/23	
County	Goodhue		
County Feedlot Officer	Kelsey Petit	651-923-5286	
	NAME	PHONE	
	Budgeted	Spent	Balance Remaining
2022 Funds Leftover			0
2023 Grant Award Amount	\$52,010.56	\$52,010.56	0
2023 Required Match Amount	\$36,067.56	\$36,067.56	0
TOTAL	\$ 88,078.12	\$ 88,078.12	0
PC NUMBER earned (per MPCA) in 2023 for 2022 work	35		
PC DOLLAR amount rec'd in 2023 for 2022 work	\$7,000.00		
Activity	Spent		
Complaint Response	\$2,532.72		
Inspections & Compliance	\$50,654.42		
Owner Assistance	\$12,663.61		
Permitting	\$25,327.21		
Registration/Inventories	\$12,663.61		
Training/Conferences	\$12,663.61		
Administration	\$6,331.80		
Other-Emergency Response/spills	\$3,799.08		
County Planning & Zoning time as match	\$10,133.86		
County Feedlot Fees	\$2,600.00		
MACFO Membership	\$125.00		
Choose either "overhead lump sum" or "overhead broken down" below. If Overhead is figured into CFO's salary which is in turn figured into program activity costs above, state that here -> and do not enter Overhead costs.	<i>Example: Overhead is figured into salary. Program activities include overhead.</i>		
Overhead Lump Sum (If you do not break down overhead expenses but track them in a lump some or in addition to salary, enter that amount.)	Spent		
Overhead Broken Down (If you break down overhead expenses please enter amount spent for each.)	Spent		
Office (lease, utilities, furniture, insurance, etc.)			
Vehicle (lease, fuel, mtnc., etc.)			
Supplies (computer, internet, phone, copier, fax, paper, postage, etc.)			
Other (explain)			
Reasearch fees			
TOTAL	\$139,494.92	Total amount spent in 2023 for Goodhue County Feedlot Program	
Employee Name	FTE	Grant Salary Expense (includes insurance/benefits)	
Kelsey Petit	1	\$126,469.25	
Delane Krier	0.1	\$12,244.21	
TOTAL	1.1	\$ 138,713.46	
FTE = Full Time Equivalent; the percentage of employee's time dedicated to the feedlot program in 2019.			