

July 17, 1998

MEMORANDUM

TO: Palm Beach County NPDES Permittees

FROM: Alan D. Wertepny, P.E., Project Manager

SUBJECT: Palm Beach County NPDES Steering Committee Meeting of July 15, 1998
(Our Ref. No. 98029.01)

I. Attendees/Introduction

The attached sign-in sheet provides a listing of the individuals who were present at the July 15, 1998 NPDES Workshop. Approximately 23 of the 40 co-permittees were represented at the meeting. Steering Committee Members present included Laurent Van Cott (Chairman), Randall Krejcarek (Secretary), Allen Trefry (Member), Rebecca Travis (Member) and John Bonde (Member). The Steering Committee approved the minutes for the May 20, 1998 meeting.

II. Status of Annual Reports from Permittees

To date, nine Co-permittees have not submitted their final copies of the First Year Annual Report and three other Co-permittees (Highland Beach, Palm Beach Shores, North Palm Beach Heights Water Control District) have not submitted anything. All Co-permittees need to submit the final copies of their First Year Report by July 31, 1998 before the joint report can be finalized.

III. Distribution of Draft copies of First Year's Joint Report

The draft of the first year's joint report was distributed to all Co-permittees for their review. Co-permittees should review the report specifically the tables that pertain them. *Comments should be submitted to Alan Wertepny no later than the end of July, 1998.*

IV. Outlined Schedule of Second year Meetings

A tentative schedule for the Steering Committee and Sub-Committee Workshops and related topics are attached to the meeting minutes. It should be noted that the December 17, 1998 meeting will be held on Thursday instead of the usual scheduled Wednesday.

Two sub-committees (Public Education and Report Forms) have been formed and meeting dates have been scheduled. The Steering Committee added development of a basic construction Pollution Prevention Plan to the Report Form Committee. The Public Education Committee was directed to investigate options for the Erosion Control Seminar (sponsored by the NPDES Co-permittees) and provide an update at the September meeting.

V. FDEP Stormwater Sediment, Erosion Control Training and Certification

To satisfy the permit requirement Alan Wertepny, Mock•Roos and David Rotar, Town of Jupiter will attend a Train the Trainer Seminar for Stormwater Sediment, Erosion Control Training and Certification put on by FDEP in August. A Construction Inspection Seminar is tentatively set up for the Co-permittees on January 20, 1998. The members of the Steering Committee unanimously approved the transfer of \$5,000 from the First year Steering Committee Workshop to establish a First Year Erosion Control Training Budget. Expenditures from this account include costs of attendance at FDEP seminar, travel, time, materials, etc. All reimbursed travel expenses shall be in accordance with Florida State Statute 112.061. The Steering Committee will review the First Year Program Permit expenditures at the September meeting and may decide to create a line item budget in the Second Year program for Educational Activities such as Erosion Control Seminar for the Co-permittees.

VI. Water Quality Monitoring Program

Northern Palm Beach County Improvement District as lead Co-permittee is in the process of purchasing an Endeco/YSI 600xl water quality measuring device for Palm Beach County Department of Environmental Resource Management to conduct the monitoring program. The Endeco/YSI 600xl can measure combinations of dissolved oxygen, conductivity, temperature, pH, low-ionic-strength pH, depth and ORP. The price of this equipment is \$8,116.00. The purchase was approved by the polling of the Steering Committee members. The equipment will be operated and maintained by PBCDERM for the purpose of water quality monitoring. The manufacture has offered to train the operator on the use of the Endeco/YSI 600xl, and Co-permittees will be notified of the training session and are to attend.

VII. Meeting Schedule

The next schedule meeting will be on September 16, 1998 at 9:00 A.M. at the offices of Northern Palm Beach County Improvement District. The purpose of this meeting is to discuss the Final Joint Report, budget update of the First and Second Year Program, and Education Sub-Committee Report.

Memorandum
Palm Beach County NPDES Permittees
July 17, 1998
Page 3 of 3

We believe these minutes accurately reflect the discussions and decisions of this meeting; however, additions and/or corrections will be accepted in writing within seven days of the date of these minutes.

Very truly yours,

MOCK, ROOS & ASSOCIATES, INC., as
Engineer for Northern Palm Beach County
Improvement District

Alan D. Wertepny, P.E.
Project Manager

ADW/mkl
Enclosure
Copies: Peter L. Pimentel
Tracy O. Bennett