

February 24, 1999

Memorandum

TO: Palm Beach County NPDES Permittees
FROM: Alan D. Wertepny, P.E.
SUBJECT: Minutes of NPDES Steering Committee Meeting Held On February 17, 1999
(Our Ref. No. 98029.01)

- I. Attendees / Introductions – The attached sheet provides a listing of those present at the February 17, 1999 NPDES meeting (approximately 33 of the 40 NPDES permittees were represented). Members present included: Laurent Van Cott (President), John Bonde (Vice President), Randall Krejcarek (Secretary), Allen Trefry (Member), Brian Sullivan (Member) and Rebecca Travis (Member). The Committee approved the minutes of the January 20, 1999 meeting with one correction, Rebecca Travis will be added to the list of steering committee members in attendance.
- II. Budget/Income Report and Line Item Transfer – Alan Wertepny gave an overview of the status of the second and third year budgets. Alan requested a line item transfer. The Sub-Committee work is complete and the remaining budget will be transferred to the Co-permittees Coordination budget. The additional funds are needed in the Co-permittee Coordination budget due to the work required in coordinating the high-risk facilities. The committee unanimously approved a motion made by Alan Trefry to approve the reallocation.
- III. EPA Comment Letter – Comments from the Environmental Protection Agency (EPA) were issued to the group and the overall status of the reports was good. General comments included the overall reports required more detail in the narrative section of the report covering goals and evaluation. Specific goals can be identified using a “numerical summary table”. For an overall evaluation of the Surface Water Management Program, EPA requested a discussion on the following seven parameters: Objective, Activities Completed, Discussion of Results, Status with Compliance, Strengths and Weaknesses, Assessments of Controls, and Revisions. In order to comply with these requests, the Steering Committee approved the addition of two subsections to the annual report format (Year Two). Section 4.19 will include a numerical summary table of the program elements such as structural controls, maintenance and monitoring. This table can be expanded or modified by the co-permittees as best fits their entity. Section 4.20 will include a form that includes the seven parameters mentioned above that is to be filled out for each program element listed in the summary table for the individual co-permittee. If an element does not apply to your particular report, please fill in the form as ‘Not Applicable’. A few co-permittees referenced in the Environmental Protection Agency’s response letter may need to revise the format of their annual reports to comply with the EPA request, while others need to make minor changes. Copies of blank forms for Sections 4.19 and 4.20, sample forms of a draft Northern response and EPA acceptable examples from Polk County and Hillsborough County were provided to all the attendees. These examples from the EPA may assist the co-permittees in filling out the responses for Sections 4.19 and 4.20.
- IV. Individual Second Year Annual Reports – The comments from the EPA on the first year annual reports can be incorporated into the second year reports by the forms mentioned above.

The Steering Committee suggested that a draft of the second year reports be submitted to Mock•Roos for review and comments no later than March 17, 1999 and five certified copies of the final report are then due one month later on April 16, 1999. The Joint second year report will be completed once all co-permittees have submitted their annual reports.

- V. NPDES Co-Permittees Web Site – The idea to create an Internet web site to provide current information, inspection forms, report formats and correspondence between NPDES staff and permittees was suggested to the Steering Committee. The committee agreed that the website might be beneficial to the group for transmitting information. Alan Wertepny will provide cost budgeting for creating and maintaining a website.

An Email Address List sign-in sheet was provided at the meeting in order for those who utilize electronic mail to provide their addresses (see attached). If you did not provide your email address at the meeting, please forward it to Mock•Roos at this time, preferably by email to mockroos@mockroos.com, since an email test will be conducted sometime in the next week.

- VI. Meeting Schedule - The next Steering Committee meeting is scheduled for 9:00 a.m., Wednesday, March 17, 1999, at the offices of Northern Palm Beach County Improvement District. Activities to be discussed at this meeting include the inspector training program, third year activities, high-risk facilities status, sale of monitoring equipment and the NPDES website.

I believe that these minutes accurately reflect the discussions and decisions of this meeting; however, the writer will welcome additions and/or corrections in writing within seven days of the date of these minutes. Should you have any questions, please call me at extension 231.

TBE/ADW:kmm

Enclosure

Copies: Peter L. Pimentel
All Attendees