

March 24, 1999

Memorandum

TO: Palm Beach County NPDES Permittees
FROM: Alan D. Wertepny, P.E.
SUBJECT: Minutes of NPDES Steering Committee Meeting Held On March 17, 1999
(Our Ref. No. 99022.01)

I. Attendees / Introductions

The attached sheet provides a listing of those present at the March 17, 1999 NPDES meeting (approximately 27 of the 40 NPDES permittees were represented). Members present included Laurent Van Cott (President), Randall Krejcarek (Secretary), Allen Trefry (Member), Brian Sullivan (Member) and Rebecca Travis (Member). The Committee approved the minutes of the February 17, 1999 meeting, as amended for clarification of the deadline (May 17, 1999) for the finalized 2nd year reports.

II. Status Report

a. Monitoring Equipment - Tracy Robb advised the group that the City of West Palm Beach is no longer interested in purchasing two of the four units of excess monitoring equipment. She suggested placing an advertisement in the Palm Beach Post. The Steering Committee advised placing an advertisement in trade publications such as the Florida Specifier or Florida Water Resource Journal to try and generate interest for the sale.

b. Inspector Training –The steering committee suggested that co-permittees provide an approximate headcount of the number of inspectors that each co-permittee will be sending for training. An e-mail request for the headcount will be sent to each co-permittee. If you do not use e-mail please notify Alan Wertepny and let him know your headcount.

The steering committee discussed the permit requirements for inspector training and options available to the group. The permit requires training, but not a formalized certificate curriculum. Training can be through seminar, individual instructing, group workshop, etc. A list of alternatives for inspector training was provided for the group. The alternatives included using FDEP training course materials or American Society of Civil Engineers (ASCE) video training tapes. A motion was made by Alan Trefry for the staff to purchase the video and use the ASCE training videos along with other pertinent FDEP information obtained on best management practices for construction sites to develop a four-hour inspector training course. The course will include viewing both the ASCE videos Stormwater Pollution Prevention and Erosion Control at Construction Sites and Soil and Erosion Control, discussion of each video and an exam and certification of completion. The steering committee unanimously approved the motion and directed the purchase of the ASCE video. The steering committee agreed upon holding two sessions for the training course. The first session will be held in September 1999 and the second in March 2000. Palm Beach County offered the use of one of their facilities, but the location of the course is still depending on the final headcount for the course.

c. High-Risk Facility Inventory – High-risk facility inventories are to be included in the 2nd year annual report. Co-permittees who will not need to report high-risk facilities include: Belle Glade, Boca Raton, Jupiter, North Palm Beach, Palm Beach Gardens, and South Bay.

d. Email address – Co-permittees were again asked to review the email address sheet and make any corrections or add their address to the sheet if they have not already done so.

III. 3rd Year Program Activities

A tentative schedule of the Steering Committee Workshops for the third year program was handed out. The sheet showed dates for the Steering Committee meetings during the 3rd year program and issues to be handled by sub-committees which included inspection and

monitoring of high-risk facilities, street maintenance programs and investigations of illicit discharges.

IV. Retrofitting Existing Structural Flood Control Devices

Information was distributed and a video was presented to the group on CDS Technology's Stormwater Pollution Control Device that can be retrofitted to existing structural flood control devices. The device is a non-blocking and non-mechanical structure that removes debris from stormwater systems. The price of this device may be somewhat high, but costs are expected to decrease as demand for the product increases. For more information concerning this product, contact CDS Consultant Denita Schaeffer in Jupiter at 561-575-3170 or Jim Cockrill at CDS headquarters in Orlando at 407-855-8848 (fax numbers 407-977-7893 or 407-977-7920).

If anyone has information on a product that may be beneficial for the group they are encouraged to provide this information to Alan Wertepny. The Steering Committee is not endorsing any particular product; this information is provided for the sole benefit of the co-permittees.

V. Administrative Activities

- a. 2nd Year Draft Report – A draft of each co-permittee's annual report is due to Mock, Roos and Associates, Inc., for review and comments by April 16, 1999. Five signed and sealed copies of the final 2nd year report are due by May 17, 1999.
- b. 3rd Year Additional Budget Items – The steering committee unanimously approved two new budget items for the 3rd year budget.
 - The first item addresses the inspector-training program where \$10,000.00 of the 2nd year contingency funds will be transferred into this line item.
 - The second item is for setting up and maintaining the NPDES group web site; \$15,000.00 will also be transferred out of the second year contingency funds for this program.
- c. Fourth Year Budget Item – There will be an increase in the monitoring program activities during budget years four and five for pollutant loading calculations which resulted in budget increases for years 4 and 5 of the permit. Costs for the monitoring program loading calculations will be spread between years 4 and 5 of the permit. The Steering Committee unanimously approved the 4th year budget items. The individual 4th year budgets will be sent out to co-permittees by the end of next week for the new budget updates.

VI. Meeting Schedule

The next Steering Committee meeting is scheduled for Wednesday, May 19, 1999 at 9:00 a.m. at the offices of Northern Palm Beach County Improvement District. Please note that there is no meeting scheduled for the month of April. Activities to be discussed at the May meeting include second year annual report, water quality monitoring and new sub-committee programs.

We 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
Tracy C. Robb
Kenneth W. Edwards, Esq.
All Attendees