

June 23, 1999

Memorandum

TO: Palm Beach County NPDES Permittees
FROM: Alan D. Wertepny, P.E.
SUBJECT: Minutes of NPDES Steering Committee Meeting Held On June 16, 1999
(Our Ref. No. 99022.01)

- I. Attendees/Introductions – Approximately 24 of the 40 NPDES permittees were represented. Members present included Laurent Van Cott (Chair), John Bonde (Vice Chair), Randal Krejcarek (Secretary), Allen Trefry (Member), and Brian Sullivan (Member). The Committee approved the minutes of the May 19, 1999 meeting with one change: Laurent Van Cott should be referred to as Chair of the Steering Committee and John Bonde should be referred to as Vice Chair. A list of those present at the meeting is available on request.
- II. Status Reports
 - Sub-Committee - Todd Engle gave an overview of the third year sub-committee recommendations on the high-risk facilities inventory, inspections and monitoring. A draft of the proposed recommendations concerning high-risk facilities that will be inserted into the Joint Annual Report was attached to the Agenda. All co-permittees were requested to review the draft recommendations and provided comments to Todd Engle by June 25, 1999. There will be more discussions on high-risk facilities in future Steering Committee meetings and in the review of the joint report.
 - Co-Permittee's Annual Report – Alan Wertepny reviewed the status of the annual reports. To date, Alan has reviewed and commented on 34 Reports and 25 of the 39 co-permittees have finalized their reports. There are six co-permittees that have not turned in draft reports for review. If co-permittees can submit a draft of their annual reports to Alan before July 9, 1999 the reports can be reviewed, comments will be provided to the co-permittee and the information will be incorporated into the joint annual report. If the final reports are received after July 9, 1999 the reports will be added to the package to the Environmental Protection Agency, but the updated information in the report will not be added to the joint annual report. Reference will be made in the transmittal letter to the EPA that information was not provided in time to incorporate into the joint report. The Steering Committee strongly suggests that the co-permittees' annual reports be submitted before July 9, 1999. The Steering Committee requested a notice be sent to all co-permittees that have not submitted the final 5 original reports, advising them of the July 9, 1999 deadline.
 - Joint Annual Report – A draft of the annual report will be submitted to all co-permittees by July 2, 1999 for review and comments. The co-permittees will be requested to provide comments within two weeks in order to finalize the report at the July 21, 1999 Steering Committee meeting.
- III. Website Demonstration – The Steering Committee requested that the website not be used to distribute information that has not been approved and reviewed by the Steering Committee, such as meeting minutes or the second year joint annual report. Jeremy McBryan of Mock•Roos provided a demonstration of the website. The attached “Palm Beach County NPDES Program Website Information” data sheet provided a description of the site and available information. All co-permittees were encouraged to review the site and provide comments and suggestions for possible improvements. Following Steering Committee approval of the Year 2 Joint Annual Report, this information will be used to update the website. This updated information should be available sometime in August. The website

concept and design was well received by the co-permittees and it can be a very useful tool in providing information to the NPDES co-permittees.

IV. Meeting Schedule - The next Steering Committee meeting is scheduled for Wednesday, July 21, 1999 at 9:00 a.m. at the offices of Northern Palm Beach County Improvement District. Activities to be discussed at this meeting include:

- Florida Association of stormwater Utilities Conference- TMDL's, NPDES Compliance (Delegation to FDEP), Inspector Training
- Co-Permittees Annual Reports
- Joint Annual Report Comments
- Website Comments

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.
Anne Capelli
All Attendees

Palm Beach County NPDES Program Website Information

Website address: <http://www.pbco-npdes.org>

Accessible by any internet browser such as Netscape or Internet Explorer
Available as of June 16, 1999

Main Topics:

PBC NPDES Home
Steering Committee
Co-Permittees

Fiscal Analysis

Definitions
Stormwater Management Programs
Monitoring Program
Annual Report
Blank Forms
Comments

Please take some time to review the website and comment as needed to any of the following:

- Jeremy McBryan, E.I.
Mock, Roos & Associates, Inc.
561-683-3113 ext. 288
- Email to mockroos@mockroos.com
Subject: NPDES website
- Use the online comment form (will soon be operational).

Future goals of the website:

View the Final Joint Annual Report on-line
Provide current announcements for the PBC NPDES Program
Review work, achievements and programs (i.e. pictures, etc.)
Increase distribution of information