

July 30, 1999

Memorandum

TO: Palm Beach County NPDES Permittees
FROM: Alan D. Wertepny, P.E.
SUBJECT: Minutes of NPDES Steering Committee Meeting Held On July 21, 1999
(Our Ref. No. 99022.01)

I. Attendees / Introductions

Approximately 24 of the 40 NPDES permittees were represented at the July 21, 1999 meeting. Steering Committee Members present included: Laurent Van Cott (Chair), John Bonde (Vice Chair), Allen Trefry (Member), Brian Sullivan (Member) and Rebecca Travis (Member). The Committee approved the minutes of the June 16, 1999 meeting. A list of those present at the meeting is available upon request.

II. Joint Annual Report

Attached to the meeting Agenda was a draft copy of modifications to Section 3 – Summary Table Activities and Table 4-4 High-Risk Facility Inventory that will be incorporated into the Joint Annual Report. Alan Wertepny asked all attendees to take a few minutes and review these documents and provide comments. Comments were received and the changes will be implemented in the joint annual report. The Steering Committee approved the joint annual report.

III. Status Reports

1. Second Year Individual Reports – Alan Wertepny gave an overview of the second year annual reports. To date, the individual annual reports have been obtained from all the co-permittees and the information has been included in the Joint Annual Report.
2. Joint Annual Report Comments – Alan Wertepny discussed the comments received on the Joint Report. To date there have been six minor comments made by the co-permittees. These comments have been addressed and the joint report is being finalized. The full submittal will be packaged and sent to Environmental Protection Agency the first week of August.
3. Monitoring Equipment – Tracy Robb gave an update on the sale of the group's monitoring equipment. The equipment has been advertised for two months in the "Florida Specifier" and has generated minimal interest. Tracy has scheduled a meeting with an interested party at the end of July to show two sampling units. An update of the equipment sale will be given at the next meeting.
4. Website Comments – Minor comments have been received from individual municipalities. Currently, we are updating the Website to correspond to the Joint Annual Report for Permit Year 2. In addition, it is scheduled that by the end of July, the comment page that allows the submittal of comments, suggestions and updates will be in full operation. This will enable a message board to be created using questions and answers submitted by individual municipalities. Also, a page will be added that will contain Frequently Asked Questions (FAQ) and answers.

IV. Discussion of Florida Association of Stormwater Utilities June Conference

Todd Engle discussed the Memorandum on the Florida Association of Stormwater Utilities that was attached to the meeting Agenda. The following items were discussed:

- Inspector Training and Certification Program
- TMDLs
- NPDES Compliance for Phase I (FDEP Delegation of the Program)
- FDEP Street Sweeping Focus Group Project

There were several questions raised concerning these subjects and a suggestion was made to solicit concerns from all co-permittees. A memorandum will be developed to address this request and further discussion will be held at future steering committee meetings.

V. Meeting Schedule

There will be no Steering Committee meeting held in August, so the **next steering committee meeting is scheduled for Wednesday, September 15, 1999 at 9:00 a.m.** at the offices of Northern Palm Beach County Improvement District. Activities to be discussed at this meeting include:

1. Annual Report
2. Budget Report
3. Sub-Committee Reports
 - Illicit Investigations
 - Inspector Training
 - Street Sweepings
4. Co-Permittee Concerns for DEP Delegation of the NPDES Program

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

Copies: All Attendees
Peter L. Pimentel
Tracy C. Robb
Kenneth W. Edwards, Esq.
Tracy O. Bennett
Anne Capelli