

September 22, 2000

Memorandum

TO: Palm Beach County NPDES Permittees
FROM: Alan D. Wertepny, P.E.
SUBJECT: Minutes of NPDES Steering Committee Meeting Held On September 20, 2000
(Our Ref. No. A0001.01)

I. Attendees/Introductions – Approximately 23 of the 40 co-permittees were represented at the September 20, 2000 NPDES Steering Committee meeting. Steering Committee Members present included: Laurent Van Cott (Chair), John Bonde (Vice Chair), Randal Krejcarek (Secretary), Allen Trefry (Member), Rebecca Travis (Member), and Brian Sullivan (Member). The steering committee approved the minutes of the July 19, 2000 meeting. A list of those present at the meeting is available upon request.

II. Administrative Activities

a. Joint Annual Reports

Alan Wertepny reported that the annual report was submitted to EPA and FDEP on time and all co-permittees reports were included in the submittal. We also received verification from the Post Office that these reports were received by the respective agencies.

b. Budget Report

Financial reports for the third year program for the period of July 12, 2000 to September 15, 2000 was provided to all attendees. Third year and fourth year budget billings as of August 31, 2000 was reviewed by all present. Third year fund as of September 15, 2000 had a fund balance of \$55,043.82. Outstanding obligations include the Joint Water Quality Monitoring Program conducted by Palm Beach County in the amount of \$7,115.97. The remaining excess funds for the third year program total \$47,927.85.

c. Third Year Fund Transfer

The staff proposed that the excess funds from the third year program be transferred to fourth year activities. These fourth year activities/programs included sediment sampling of \$12,500, inspector training of \$10,000, and the FDEP annual permit fee of \$24,825. The remaining funds would be allocated to the fourth year contingency in the amount of \$602.85. The total amount of funds transferred to the fourth year program is \$47,927.85.

The sediment sampling program will be conducted next year following the closure of the fourth permit year. However, the results will be included in the fourth year report so that we may re-address this issue in our re-application to the State. We envision that based on the results from our first sediment sampling program and this follow-up sampling program that there will be no need to continue with this type of sampling program in the next permit cycle.

Funds for the inspection training are needed to increase the available funds in our current

fourth year program such that we can conduct one more seminar and modify the NPDES Construction Guidance Manual. These modifications to the manual are revisions to the program's forms and submittals as required by the State when the State takes over the program after October of this year. According to the latest information from the State, FDEP will officially have delegation of the NPDES MS4 Stormwater Program on October 22, 2000.

When the State legal process for acceptance of delegation is complete, FDEP will be sending out billings for the permit fees. To cover these costs which will be billed to our group in the fourth year of the permit, Staff recommended transfer of excess funds from the third year. The fifth year billing cycle which will occur in October of this year and already includes the States permit fee for year 5 of the permit.

After some discussion with the Steering Committee and attendees present, the budget transfer was unanimously approved by the Steering Committee.

d. Fifth Year Billings

A table was distributed to all attendees which provided a breakdown of the fifth year billing cycle (October 1, 2000 through September 30, 2001) for each of the co-permittees. This billing will occur in October of 2000 by Northern Palm Beach County Improvement District to the co-permittees. There will be no changes to the dollar amounts for the fifth year program as previously approved by the Steering Committee at the March 15, 2000 meeting. A table was also distributed to the Steering Committee and those present which provided a breakdown of the fifth year budget into the various program activities and expenses by the consultants. The specific programs include Steering Committee meetings, sub-committee meetings, coordination with EPA and FDEP, coordination among co-permittees, interlocal agreements, monitoring program, the inspector training program, maintenance of the web site, the annual report and the state permit fee.

e. NPDES Web Site

The Steering Committee requested an update on the web site activities. It is noted that the web site has been modified and updated. The site can be found at www.pbco-npdes.org. More recent revisions to the web site have included links to FDEP for the NPDES Draft Stormwater Rules, frequently asked questions and answers, and a comments/suggestion page. The Steering Committee would like feed back from the co-permittees regarding their use of this site and also indicate how many hits we have had on the site. Some of the municipalities present at the meeting indicated that they have used the site.

f. NPDES Letterhead

The Steering Committee decided to celebrate 10 years in this program by approving obtaining letterhead and envelopes with our NPDES logo and web site identified on the letterhead.

III. Next Scheduled Meeting

The next Steering Committee meeting is scheduled for Wednesday, October 18, 2000 at 9:00 a.m. at the offices of Northern Palm Beach County Improvement District. Activities to be discussed at the meeting include: the status of Florida's delegation of the municipal NPDES program and a presentation by Scott McClelland with Camp Dresser & McKee, Inc. on Florida's TMDL 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.

ADW/cbm

Copies: Peter L. Pimentel
All Attendees and Co-Permittees