

October 8, 2001

Memorandum

TO: Palm Beach County NPDES Permittees
FROM: Alan D. Wertepny, P.E.
SUBJECT: Minutes of NPDES Steering Committee Meeting Held On September 19, 2001
(Our Ref. No. A1016.01)

I. Attendees/Introductions

Approximately 20 of the 39 co-permittees were represented at the September 19, 2001 NPDES Steering Committee meeting. Steering Committee Members present included: Laurent Van Cott (Chair), John Bonde (Vice Chair), Randal Krejcarek (Secretary), Allen Trefry (Member), and Rebecca Travis (Member). A copy of those in attendance is available upon request.

II. Administrative Activities

- a. **July 18, 2001 Minutes** – Motion was made by Randal Krejcarek and seconded by Allen Trefry to approve the July 18, 2001 minutes. The Steering Committee approved the minutes of the July meeting.
- b. **Budget Report** – Financial Reports for the Fourth and Fifth Year Program for the period of May 12, 2001 and September 11, 2001 were provided to all attendees. The Fourth Year Program has a fund balance of \$112,283.17. Most of the activities for the Fourth Year Program are completed and the only remaining items are associated with the monitoring program. It is projected that there will be a fund balance \$100,000± for this program. Fund balance for the Fifth Year Program is \$252,312.46. This program is underway with activities commencing through September 2002. Copies of the billings and disbursement reports are available upon request. The Steering Committee discussed with the co-permittees of reducing the surplus funds by redistributing the Fourth Year Program as credits to the billing for the Sixth Year Program and a small amount to be kept in contingencies for the Fifth Year. The excess funds have accumulated due to contingencies, transfers of funds from previous years, interest earnings and expenditures below budget projects. A motion was made by John Bonde and seconded by Allen Trefry provide a credit to the co-permittees in the amount of \$95,000 for the Sixth Year billings. Any remaining fund balance following outstanding expenditures will be added to the reserves for the contingency in our Fifth Year Program. The Steering Committee approved this motion. Billing invoices will be submitted to all co-permittees during October to indicate they are receiving a credit and

the amount remaining due will be identified.

- c. **FDEP Interviews and Inspections** – Florida Department of Environmental Protection’s NPDES consultant, SAIC (representative of Vista Stewart) will be conducting interviews and site visits with some of our municipalities. These interviews will occur over a one week period coordinated around a Steering Committee meeting. Vista requested that at the Steering Committee meeting she will provide responses on our Fourth Year Permit and our reapplication. Following the meeting she requested that a number of municipalities bring their records (i.e., annual report with backup information) to review and discuss the information. During the week of her visit she would like to meet with some of the larger municipalities to conduct site visits and records review. A copy of DEP’s letter to Miami was provided to those in attendance at the meeting as a sample of the information DEP will be looking at for the records and site visits. Additional copies of this letter are available upon request. Conversations with Vista indicated that the interviews may be conducted in October. However, approval of her travel has not been obtained, therefore, the schedule for interviews may be revised. It may occur in the latter part of November or the beginning of December. As soon as the dates have been identified municipalities will receive notification. A tentative list of Palm Beach County permittees to be interviewed at their offices include Northern Palm Beach County Improvement District, Palm Beach County, City of West Palm Beach, Town of Palm Beach, City of Lake Worth, City of Delray Beach, City of Boca Raton, Town of Jupiter and Village of Palm Beach Gardens. Those co-permittees tentatively selected for interviews following the Steering Committee meeting include Mangonia Park, Lake Park, Atlantis, Juno Beach, Haverhill, Cloud Lake, Jupiter Inlet, Lantana and Ocean Ridge.
- d. Wellington’s BMP Program – Copies of the Village of Wellington’s Best Management Program material were provided to attendees included the Village’s BMP Ordinance covering livestock waste and fertilizer usage. Educational brochures provided by the Village covered fertilizer usage limiting phosphorus fertilizer applications to 2% maximum unless soil tests indicate otherwise, the other brochure covered storage facilities for handling livestock waste. Copies of these brochures are available upon request.

III. Florida Yards and Neighborhoods Program – Carolyn Saft with Palm Beach County Extension (561-233-1748 or e-mail at csaft@gnv.ifas.ufl.edu) provided a Power Point presentation covering Florida Yards and Neighborhoods Program. Handouts were provided on what you can do to help reduce stormwater runoff, yard certification check list, property owners research questionnaire for the FY&N. Please contact Carolyn Saft for additional materials or to arrange a presentation for your municipality.

IV. Next Scheduled Meeting

The next Steering Committee meeting will be a presentation on the permit renewal and review of our Fourth Year Annual Report by Vista Stewart with SAIC. The tentative schedule was set for October, however, Vista has not received authorization from FDEP. Consequently there will no October meeting and the next meeting may either be in November or December. Once the date of the meeting has been determined all co-permittees will be notified.

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.

ADW:cbm

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

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