

February 25, 2002

**Memorandum**

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TO: Palm Beach County NPDES Permittees  
FROM: Alan D. Wertepny, P.E.  
SUBJECT: Minutes of NPDES Steering Committee Meeting Held On February 21, 2002  
(Our Ref. No. A1016.01)

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**I. Attendees/Introductions**

Approximately 27 of the 39 co-permittees were represented at the February 21, 2002 NPDES Steering Committee meeting. Steering Committee members present included: Laurent Van Cott (Chair), Jay Foy for 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. **Minutes of December 20, 2001** - A motion was made by Allen Trefry and seconded by Rebecca Travis to approve the December 20, 2001 minutes. The Steering Committee approved the minutes of the December meeting.
- b. **FY 2002 – 2003 Budget Report** – The Steering Committee discussed the budget for the Second Year of the Second Permit Term. Budget projections have increased from FY 2001 to FY 2002 because of an increase in the State permit fee by 30 percent and due to unknowns regarding negotiations with the State for the Water Quality Monitoring Program. A motion was made by Randy Krejcarek and seconded by Allen Trefry to approve the budget. The Steering Committee approved the budget in the amount of \$242,000. A budget breakdown was also provided to each of the co-permittees for their pro-rata share of this budget. This Table will be sent to all the permittees for our budget cycle beginning October 1, 2002 through September 30, 2003. This budget projection is in accordance with the Interlocal Agreement between Northern as a lead permittee and the co-permittees.
- c. **2002 Steering Committee Meetings** – A schedule for the 2002 meetings was distributed to all attendees. The Steering Committee reviewed the schedule, provided a revision for the August meeting day and approved the schedule. Following the meeting the schedule was reviewed by Northern staff, only the

August date required rescheduling. This meeting schedule will be shown on our NPDES website. These dates include March 21, 2002 (Budget Report, Permit Renewal, Interlocal Agreement), May 15, 2002 (SFWMD Permit/NPDES Construction Permit), July 17, 2002 (5<sup>th</sup> Year Joint Report/Budget Update), August 21, 2002 (Second Permit Term, Monitoring Program), October 16, 2002 (TMDL Program, Budget Report), Week of November 18, 2002 (FDEP/SAIC Annual Review with a November 21, 2002 Meeting with Steering Committee).

- d. **5th Year Report** – A copy of the schedule for the 5<sup>th</sup> Year Report was provided to all attendees. Our 5<sup>th</sup> Year Cycle ended in February 2002, any draft of the reports should be submitted to Mock•Roos in the month of March 2002. The final individual reports for each co-permittee, five (5) certified originals, should be submitted to Mock•Roos by April 30, 2002. A draft of the Joint Report should be available in June 2002 and the report will be submitted to the Steering Committee for approval in July. All final reports are scheduled for submittal to the State in August. **Please note** that the format for the 5<sup>th</sup> Year Report is the same as the 4<sup>th</sup> Year except for the addition of a listing and schedule of any capital improvement projects related to flood control projects or stormwater management improvements within your entities of jurisdiction. Add the list and schedule to the narratives in Section 4.4 Flood Management.
  
- e. **Engineering Services** – A copy of the memo from Caldwell Pacetti dated February 11, 2002 on engineering services was distributed to all attendees. The memo stated that the Board of Supervisors of Northern Palm Beach County Improvement District (NPBCID) at its meeting of January 23, 2002 ratified the January 16, 2002 Steering Committee recommendations that the NPDES program continue to be handled by Mock, Roos & Associates, Inc. at this time. The Steering Committee discussed engineering/staff services provided by Mock•Roos. The Steering Committee recommended that the Attorney, Caldwell Pacetti, prepare an Agreement between NPBCID and Mock•Roos for continuation of NPDES services. Motion was made by Allen Trefry and seconded by Randal Krejcarek to move forward with Northern and Mock•Roos Agreement. The Steering Committee approved the motion with Jay Foy abstaining.

## II. Coordination with FDEP

- a. **Reapplication** – An official response from FDEP on our reapplication is being processed by FDEP in conjunction with SAIC. The official response from Vista Stewart at SAIC has been delayed as the State has been reorganizing and replaced Phil Coram with Michael Bateman. An official letter regarding our reapplication and SAIC's request for additional information should be received any day. To date we have not received responses from five (5) of our co-permittees on SAIC's request for additional information. Each of the five (5) has been contacted and as

soon as the information becomes available, it will be transmitted to SAIC.

- b. NPDES Construction Permit** – The State has published a brochure on stormwater permitting program for construction activity. All those in attendance at our meeting received a copy of this brochure. Additional copies of this brochure can be obtained through DEP's website at <http://www.dep.state.fl.us/water/stormwater/npdes>. Currently SFWMD is distributing copies of this brochure in responding to requests for permitting of construction projects within SFWMD district. A sub-committee has been formed among our co-permittees to discuss SFWMD's requirements for sediment and erosion controls on construction drawings for permit applications. Alan Wertepny will be making arrangements with SFWMD for a meeting.

#### **IV. Interlocal Agreements for Second Permit Term**

A draft of the Interlocal Agreement between Northern and the co-permittees for the next permit cycle was distributed to all attendees. This is a draft and any comments from the co-permittees should be sent to Betsy Burden with Caldwell Pacetti. The Agreement is not ready for distribution among Legal Council. The Steering Committee discussed needs to finalize the Agreement; however, without information regarding the second permit cycle it is difficult to finalize. Currently the Agreement has dates missing because of a lack of a permit from FDEP. The Steering Committee made the following recommendations:

- Any revisions to the Agreement should be underlined or lined-out so that review from the previous Interlocal Agreement would be easier.
- DEP should be contacted to determine if the dates in our Agreement can be resolved.
- Agreement will be reviewed and discussed at the next Steering Committee meeting.

#### **V. Next Scheduled Meeting**

The next Steering Committee meeting is schedule for Thursday, March 21, 2002, 9:00 a.m. at the offices of Northern Palm Beach County Improvement District. Items on the agenda include the following:

- Budget Report
- Status of the Permit Renewal with the State
- Interlocal Agreements between Northern/Co-Permittees
- Status of Engineering Service Agreement between NPBCID and Mock•Roos

February 25, 2002

Page 4

I believe 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:jeh

Copies: Peter L. Pimentel  
All Attendees and Co-Permittees (w/encl.)