

November 8, 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 October 16, 2002  
(Our Ref. No. A2026.01)

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**I. Attendees/Introductions**

Approximately 28 of the 39 co-permittees were represented at the October 16, 2002 NPDES Steering Committee meeting. Steering Committee members present included: Laurent Van Cott (Chair), John Bonde (Vice Chair), Randal Krejcarek (Secretary), Rebecca Travis (Member) Karen Brandon (Member) and Allen Trefry (Member). A copy of the attendance list is available upon request.

**II. Administrative Activities**

- a. **Approval of August 21, 2002 Meeting Minutes** - A motion was made by Allen Trefry and seconded by Rebecca Travis to approve the August 21, 2002 minutes. The Steering Committee approved the minutes of the August meeting.
- b. **Draft Permit** - On September 26, 2002 a draft of the permit was noticed in the Palm Beach Post. If no comments are received within 30-days, DEP will process the permit. The current schedule for issuing the permit is on or before November 15, 2002.
- c. **Budget Report** – Financial reports for the 5<sup>th</sup> and 6<sup>th</sup> Year Program for the period of July 11, 2002 through October 8, 2002 were provided to all attendees. The 5<sup>th</sup> Year Program has a fund balance of \$94,019.39. And the 6<sup>th</sup> Year Program has a fund balance of \$195,005.54. Copies of these financial reports and billings for the 5<sup>th</sup> and 6<sup>th</sup> Year Program are available upon request. The Steering Committee discussed transfer of the remaining funds in the 5<sup>th</sup> Year Program to the 6<sup>th</sup> Year Program. It is anticipated that the 6<sup>th</sup> Year Program will become the 1<sup>st</sup> Year of the 2<sup>nd</sup> Permit Term and that the reporting/annual report will cover a 1-year - 9-month period. To cover these costs, increases in the budget items for the 6<sup>th</sup> Year Program are necessary. A Table was provided which allocated the 5<sup>th</sup> Year fund to the various activities. A motion was made by John Bonde and seconded by Randal Krejcarek to approve the transfer of the remaining funds (\$94,019.30) to the 6<sup>th</sup> Year Program. The Steering Committee approved the transfer. Billing

invoices to the permittees for the 7<sup>th</sup> Year Program will be sent out this month. These invoices will be based on the budget projections approved by the Steering Committee at the meeting held on February 21, 2002.

- d. Stormwater Management Conference** - The Florida Stormwater Association's biannual Stormwater Management Conference is scheduled for December 4-6, 2002 in Orlando. This 3-day conference covers NPDES activities such as stormwater rule updates by DEP, the generic construction permit, pollution prevention plans, NOI's, TMDL's, retrofitting, and street sweeping research. All permittees are encouraged to attend this conference. The Steering Committee discussed sending a representative to the conference. The motion was made by Allen Trefry and seconded by Rebecca Travis to approve up to \$3,000 in man-hours for Mock•Roos to attend this conference. The motion was approved by the Steering Committee.
- e. Phase II Rule** – At the Steering Committee's August 21, 2002 meeting discussion occurred regarding development of procedures to streamline the permitting process for construction projects less than 5-acres. Review of DEP's requirements indicates that the process for State permit coverage will be the same as for projects greater than 5-acres. However, the pollution prevention plans for these smaller projects could be streamlined. A sub-committee was formed consisting of Rebecca Travis, Ken Roundtree, John Lamb, Angela Bailus, and Todd Engle to develop a short form PPP. Todd Engle will prepare a draft for the sub-committee to discuss in December. A status report will be provided at the next Steering Committee meeting scheduled for January 15, 2003.
- f. SAIC Inspections** – Site visits and interviews with 20 of the Palm Beach County NPDES permittees are scheduled for October 21, 2002 through October 25, 2002. SAIC's representative will be Vista Stewart. A memo describing last year's inspections was provided to the 20 permittees to assist in preparation of the inspection. SAIC will base the inspection on the information in the 5-Year Annual Report. SAIC will require documentation of data contained in the report. Alan Wertepny will accompany Vista Stewart on these inspections.

### III. TMDL Program

Scott McClelland (Camp, Dresser & McKee – 813-281-2900) provided a presentation on the current status of Florida's TMDL program. A copy of his presentation will be made available on our NPDES website ([www.pbco-npdes.org](http://www.pbco-npdes.org)). DEP has taken a watershed approach to development of the TMDL program. The State has divided the watersheds in the State of Florida into five (5) groups. Palm Beach County is in Group 3. Similar to the NPDES permit cycle, each group will be re-evaluated every five (5) years. Each cycle has five (5) steps which include the following:

- **Step 1 - Preliminary Basin Assessment** - A preliminary water quality basin assessment is conducted to inventory existing proposed management activities, identify management objectives and issues of concerns, develop a strategic monitoring plan, and produce a preliminary basin status report that includes a planning list of potentially impaired waters.
- **Step 2 – Coordinated Monitoring/Assessment** – Collect additional data, complete water quality assessment, produce a final basin assessment report that includes a revised planning list and a draft verified list of impaired waters, and evaluate existing management plans.
- **Step 3 – TMDL Development** – Develop TMDL's for impaired waters.
- **Step 4 – Basin Plan Development** – Develop plans (including pollution load allocations) with broad stakeholder participation using existing management plans where feasible.
- **Step 5 – Begin Implementation** - Carry out rule development, help secure funding, inform the public and others, and monitor and evaluate management action plan.

Each step is a one-year effort. For Palm Beach County (Group 3) the first step is scheduled for completion by December of 2002. Step 5 is scheduled for completion by December 2006.

#### **IV. Next Scheduled Meeting**

The next Steering Committee meeting is scheduled for Wednesday, January 15, 2003, 9:00 a.m. at the offices of Northern Palm Beach County Improvement District. The items on the agenda will include development of a program for the 1<sup>st</sup> Year of the Second Permit Term, modifications to the annual reporting requirements, an update on PPP subcommittee.

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 Co-Permittees  
Scott McClelland

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Todd Engle

Anne Capelli