

January 22, 2003

Memorandum

TO: Palm Beach County NPDES Permittees
FROM: Alan D. Wertepny, P.E.
SUBJECT: Minutes of NPDES Steering Committee Meeting Held On January 15, 2003
(Our Ref. No. A2026.01)

I. Attendees/Introductions

Approximately 26 of the 39 co-permittees were represented at the January 15, 2003 NPDES Steering Committee meeting. Steering Committee members present included: Laurent Van Cott (Chair), John Bonde (Vice Chair), Randal Krejcarek (Secretary), Rebecca Travis (Member), Allen Trefry (Member) and Jeff Renault for Karen Brandon (Member). A copy of the sign-in list is available upon request.

II. Administrative Activities

- a. Approval of October 16, 2002 Meeting Minutes** - A motion was made by John Bonde and seconded by Randal Krejcarek to approve the October 16, 2002 minutes. The Steering Committee approved the minutes of the October meeting.
- b. Meeting Schedule for 2003** – A copy of the tentative meeting schedule for 2003 was distributed to all of those present. A copy of this schedule can be seen on our NPDES website (www.pbco-npdes.org).
- c. Interlocal Agreements for Second Term Permit** – Betsy Burden provided a status report. Drafts of the Interlocal Agreements have been mailed to each permittee. These Interlocal Agreements should be reviewed by co-permittees' Legal Counsel and comments provided to Betsy within a two week period. Agreements require approval by the respective governmental boards. Therefore, it is imperative that these approvals be obtained as quickly as possible. Our goal is to process these Interlocals by March 2003. Any comments on the Interlocal Agreements should be coordinated directly with Betsy Burden at Caldwell & Pacetti's office, (561) 655-0620.
- d. December 4 – 6 2002, Florida Stormwater Association Conference** – On behalf of the NPDES permittees Alan Wertepny attended the conference. Copies of the pertinent presentations covering three topics: Construction Generic Permits (greater than 1-acre in size), Total Maximum Daily Loads, and results of the street sweeping

research, can be reviewed on our NPDES website under “What’s New”. The draft rules for large and small construction generic permits will become effective in March or April 2003. A copy of the draft rule is provided on our website.

Brief comments on the conference included the following:

- **Street Sweeping Research Program** - indicates that DEP should consider allowing street sweeping to be disposed of, or used as, cover in Class III landfills. Current criteria is these sweepings are classified as solid waste and can be disposed of in a Class I landfill. DEP agreed to re-look at their rules but there is no certain time as to when/if DEP will issue a memo or rule change. Municipalities will still have the option of having street sweepings, or sediments from catch basins or storm water ponds, analyzed for various parameters to obtain approval of disposal options with DEP.
- **Stormwater Pollution Prevention Plans** – DEP is in the process of preparing a draft of components for a stormwater pollution prevention plan. The draft PPP basically follows the construction generic permit requirements no matter if the project is 600 acres in size or 1 acre in size. Any comments on the State’s draft permit (refer to our website for copy) of the Construction Generic Permit (SWPPP) can be provided to Alan Wertepny and will be discussed at a future PPP sub-committee meeting.
- **Inspector Training Program** – DEP is in the process of changing the requirements for the State Certified Inspector Training Program. The State program will require a 2-day workshop put on by certified State trainers, utilizing State approved materials and providing continuing education credits. Our current program will have to be revised in order to meet the State requirements. The draft rules for the construction generic permit requires construction inspections to be performed by a qualified inspector. The permit defines a qualified inspector as a person that:
 - a. has successfully completed and met all the requirements necessary to be fully certified through the DEP Stormwater, Erosion and Sediments Control Inspector Training Program.
 - b. has successfully completed an equivalent formal training program; or
 - c. is qualified by other training or practical experience in the field of stormwater pollution prevention and erosion and sediment control.

The Steering Committee expressed concerns over two issues related to the Inspector Training Program. These included: 1) continuing or developing our existing inspector training program and 2) the responsibilities or role of Palm Beach County’s permittees of assuring that construction projects have qualified inspectors. Betsy Burden was asked to send a letter to DEP’s NPDES Attorney (Winston Borkowski or

Rachel Siebert) to determine an acceptable approach by a municipality for a sign off of a qualified inspector. The discussion on the inspector training program will be continued at the February Steering Committee meeting.

- e. **Monitoring Program** – A workshop between the staff and regulatory agencies (DEP, SFWMD, DERM) is scheduled for January 30, 2003. An update of the meeting will be presented at the February Steering Committee meeting.
- f. **Illicit Discharge Training Video** – A training video is available from Southwest Florida Water Management District (SFWMD) for an estimated fee of \$5.00 per copy. The video was produced by SFWMD in conjunction with Pinellas County Department of Environmental Management and has two segments. One is entitled “On the Outlook for Illegal Discharge” and the other is “Stormwater Runoff – A Mixed Blessing”. John Bonde made a motion to purchase 40-copies (estimated cost \$200) to be distributed to each Palm Beach County NPDES MS4 permittee. The motion was seconded by Allen Trefry and approved by the Steering Committee. The video may be used by the permittees as part of their NPDES requirements to train personnel on illicit identification and reporting.

There was discussion about the required procedures for spill prevention, assessment, reporting and response. To assist permittees, it was requested that permittees with existing procedures (e.g., Turnpike, Delray Beach, Palm Beach County and others) provide copies of their procedures as examples for other permittees to use. Please provide copies to Alan Wertepny.

- g. **Revised Annual Report Schedule** – A letter has been received from Michael Bateman, Administrator of the NPDES FDEP Stormwater Program, granting our request regarding the Annual Report submission. First, the DEP has approved adjusting the interval such that coverage ends on September 30, annually. Secondly, DEP will allow us to report on the eight months between permits (Feb. 2002 – November 2002) in our 1st Annual Report under the new permit term. Consequently, our next reporting period will cover twenty months and will end on September 30, 2003. The next annual individual permittee NPDES report will be due in December of 2003.

Please note that the reporting format for the annual reports is changing and the requirements have been expanded as a result of the issuance of the Second Term Permit in November 2002. Format for the annual reporting requirements will be discussed in a future Steering Committee workshop to be held on May 21, 2003. It is important that each permittee review the permit requirements and begin compiling the necessary documentation for the annual report.

III. Second Term Permit Requirements

Anne Capelli with Mock, Roos & Associates provided a review of the new/revised second term permit requirements for the nine stormwater management programs. New and/or

modified requirements were identified in bold for ease of discussion. A copy of these requirements is available upon request. Attached to these minutes is handout that was provided to attendees entitled "PBC NPDES "To Do" List". This summarizes required programs, inspections, training and documentation. Please note the permit requires documentation and quantifiable numbers to be included in each permittees Annual Report.

IV. Next Scheduled Meeting

The next Steering Committee meeting is scheduled for Wednesday, February 19, 2003, 9:00 a.m. at the offices of Northern Palm Beach County Improvement District. The items on the agenda will include a budget report, budget estimates for FY 03-04, discussion on the NPDES Generic Construction Permit, and the Inspector Training Program.

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: O'Neal Bardin
All Co-Permittees
Anne Capelli