

February 28, 2003

Revised March 4, 2003

Memorandum

TO: Palm Beach County NPDES Permittees
FROM: Alan D. Wertepny, P.E.
SUBJECT: Minutes of NPDES Steering Committee Meeting Held On February 19, 2003
(Our Ref. No. A2026.01)

I. Attendees/Introductions

Approximately 23 of the 39 co-permittees were represented at the February 19, 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 Karen Brandon (Member). A copy of the sign-in list is available upon request.

II. Administrative Activities

- a. Approval of January 15, 2003 Meeting Minutes** - A motion was made by John Bonde and seconded by Rebecca Travis to approve the January 15, 2003 minutes. The Steering Committee approved the minutes of the January meeting.
- b. Interlocal Agreements for Second Term Permit** – Betsy Burden noted that half of the co-permittees have not executed their agreements yet; they merely approved them or submitted comments. Our goal is to obtain one hundred percent of the executed documents by April 30, 2003.
- c. Monitoring Program** – A workshop between the staff and the regulatory agencies (Florida Department of Environmental Protection, South Florida Water Management District and Palm Beach County Environmental Resource Management) was held on January 30, 2003. A memo documenting the activities discussed at the meeting was distributed to all attendees of the February NPDES Steering Committee meeting. Our current approach is to continue with ambient water quality sampling to supplement DEP's TMDL Program. Redundancy of sampling programs between DEP's TMDL Program, and our program will be minimized. We have requested more detailed information on DEP's Palm Beach County TMDL Program. Information requested includes locations of sampling sites, sampling frequency, sampling parameters and sampling collection techniques. Our program may include sampling in the Lake Worth Lagoon, primary canal systems of South Florida Water

Management District (SFWMD) and some secondary canals (e.g., LWDD). Sampling parameters and frequency of sampling (e.g., monthly or bimonthly) will be coordinated with DEP's Bureau of Watershed Management. The ambient data collection will be used to conduct a trend analysis with a report included in either the 4th or 5th Year Annual Report. Additionally, we are proposing to report results of the Palm Beach County Environmental Resource Management Seagrass Monitoring Program. In 2001, the County completed a baseline monitoring program for Seagrass. In the year 2006, a comparative study is scheduled for evaluation by Palm Beach County. Progress on our Monitoring Program will be presented to the Steering Committee at the April 2003 meeting.

- d. **Budget Reports** – Financial reports for the 1st and 2nd Year of the Second Permit Term were provided to all attendees. The 1st Year Program has a fund balance of \$193,820.62 and the 2nd Year Program has a fund balance of \$162,077.63. Copies of the financial reports and billings for the 1st and 2nd Year Programs are available upon request.
- e. **FY 2003 – 2004 Budget Estimate** – The Steering Committee discussed the budget for the 3rd Year of the Second Permit Term. Budget projections have increased from FY 2002 – 2003 because of expected increases in costs for the Monitoring Program and permit requirements for performing pollutant loading calculations in the 3rd Year of the permit term. Preliminary cost estimates for pollutant loading and ambient water quality trend analysis were projected to be split between the 3rd and 4th Year permit terms. The estimated budget for the 3rd Year Program is \$297,000. A breakdown of this budget for allocation among the co-permittees for their pro-rata share of the FY 03 – 04 funds was provided to all attendees. A motion was made by John Bonde and seconded by Allen Trefry to approve the FY 03 - 04 budget. The Steering Committee approved the budget. A copy of the FY 03 - 04 budget, co-permittees pro-rata share, historical expenditures for the five years of the first permit term, and monitoring program cost projections are available upon request.
- f. **Inspector Training Course** – Anne Capelli with Mock•Roos discussed the Inspector Training and Certification Program sponsored by the National Association of Women in Construction (NAWIC). This two-day seminar was held February 6 – 7, 2003 in West Palm Beach. The training session was conducted by Jo Moore with Ranger Construction Industry and Dale Francke with Engineering Service Professionals. Cost of the course was \$130. Successful completion of the course exam results in a certification from the State as a Qualified Inspector. The Palm Beach County NPDES Permit requires stormwater erosion and sediment control training for construction site operators, engineers and inspectors. Additionally, one or more classes each year for both public and private personnel involved in the construction or inspection of stormwater erosion and sediment controls are required. The Steering Committee discussed meeting these permit requirements by partnering with other organizations for the training. After some discussion, the Steering Committee directed the staff to do the following:

1. Research partnerships with other organizations for required training (e.g., NAWIC, Ranger Construction, Florida Department of Transportation – Turnpike District).
2. Coordinate three courses annually that meet FDEP requirements for State Certification as a Qualified Inspector.

Issues to be addressed include – advertisement, training materials, location, cost, and qualified trainers. Cost associated with these items needs to be identified and negotiated with perspective partners. David Rotar with the Town of Jupiter offered Jupiter’s Community Center as a location for training seminars. David indicated these facilities could handle up to three hundred people and that there would be no cost for the use of this facility.

III. Generic Construction Permit

Alan Wertepny provided an overview of the proposed construction generic permit for stormwater discharges from large and small construction activities. General topics included what is covered by the permit, the process for obtaining permit coverage, permit requirements, contents of a surface water pollution prevention plan (PPP) and record keeping. A copy of the presentation is available at the NPDES website (www.pbco-npdes.org). Copies of a draft PPP Plan for construction activities less than five acres in size was provided to the PPP sub-committee. Comments by the sub-committee should be submitted to Alan Wertepny within thirty days. Copies of the current working draft PPP for small construction activities will be posted on our website. Anyone interested in providing comments should send those directly to Alan Wertepny.

IV. Next Scheduled Meeting

The next Steering Committee meeting is scheduled for Wednesday, April 16, 2003, 9:00 a.m. at the offices of Northern Palm Beach County Improvement District. The items on the agenda will include the proposed Monitoring Program for the Second Permit Term and a Pollution Prevention Plan for small construction activities.

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