

April 24, 2003

**Memorandum**

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TO: Palm Beach County NPDES Permittees  
FROM: Alan D. Wertepny, P.E.  
REF. NO. A2026.01  
SUBJECT: Minutes of NPDES Steering Committee Meeting Held on April 16, 2003

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**I. Attendees/Introductions**

Approximately 29 of the 39 co-permittees were represented at the April 16, 2003 NPDES Steering Committee meeting. Steering Committee members present included: Laurent Van Cott (Chair), Jay Foy for John Bonde ITID (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 February 19, 2003 Meeting Minutes** – The only comment on the meeting minutes was from Betsy Burden. The minutes were amended to reflect her comments on the status of the Interlocal Agreements for the second permit term. The Steering Committee approved the minutes as amended.
  
- b. **Interlocal Agreements for Second Term Permit** – Ken Edwards distributed a summary sheet to the Steering Committee on the status of the Interlocal Agreements. As of April 15, 2003, sixteen have been executed by both parties, seven were executed by the co-permittees and waiting execution by Northern, three are scheduled for co-permittee commission approval, and no response has been received from twelve co-permittees. A reminder letter was sent to the following co-permittees: Lake Worth, Pahokee, Palm Beach Gardens, Riviera Beach, West Palm Beach, FDOT, Cloud Lake, Jupiter, Ocean Ridge, South Palm Beach, North Palm Beach, and Tequesta.
  
- c. **Budget Transfer** – The budget for the first year – second permit term as of April 1, 2003 was distributed to all co-permittees present. Expenditures under the Interlocal Agreement budget are likely to exceed the budget. Additional expenditures are anticipated for finalizing the Interlocal Agreements with the various co-permittees and monthly budget reports require processing. Alan Wertepny recommended that \$5,000 be transferred from the Contingency Fund to the Interlocal Agreement budget

to cover anticipated expenditures. A motion was made by Randal Krejcarek and seconded by Karen Brandon to approve the budget transfer. The Steering Committee approved the \$5,000 transfer.

**d. Pollution Prevention Plan for Small Construction Activities** – The co-permittees were reminded that May 1, 2003 is the date scheduled by FDEP for implementation of the Generic Permit for construction activities for small construction projects between one to five acres of disturbance. Michael Bateman, FDEP's NPDES Coordinator, has indicated this Construction Generic Permit will be implemented on May 1, 2003. As part of our Steering Committee activities, a sub-committee was formed to prepare a format for a Stormwater Pollution Prevention Plan for stormwater discharge associated with small construction activities to assist in development of a PPP for these construction activities. Please visit our NPDES website ([www.pbco.npdes.org](http://www.pbco.npdes.org)) for a copy of the PPP format. The Steering Committee discussed some minor revisions to this document such as using an onsite rain gauge to record rainfall events, reorganizing the format for contractor's or site operator's name and information associated with the certification of the PPP, and editorial modifications to the inspector maintenance report form. Any other suggested revisions should be directed to Alan Wertepny.

**e. State Certified Stormwater Inspector Training Course** – Anne Capelli presented two potential resources for providing the two-day FDEP State Certified Erosion and Sediment Control Inspector Training Certification course. This course would be

open to inspectors, engineers and contractors. One option is through the National Association of Women in Construction (NAWIC). NAWIC uses the course as a fundraiser for the organization and intends to organize three courses per year possibly at different locations within Palm Beach County. The cost for the course in February was \$130.00 per person and the course being offered May 6 & 7, 2003 is \$190.00. This course is primarily directed toward contractors state-wide and does not address the NPDES program for Palm Beach County. A second resource is available from Scheda Ecological Associates, Inc. which is willing to provide the two-day FDEP training certification course and include Palm Beach County NPDES materials and make it available to Palm Beach County co-permittees, inspectors, engineers, and contractors. Using the location donated by the Town of Jupiter, cost varies between \$125.00 (if greater than 30 applicants participate), and \$175.00 (20 to 30 participants).

The Steering Committee discussed pursuing both alternatives but tabled a decision on which avenue to pursue. This item will be discussed at the next Steering Committee meeting following review of the NPDES permit requirements and discussion with DEP's coordinator. In the interim, the Steering Committee agreed to provide a notice on our website of the NAWIC course available on May 6 & 7, 2003.

- f. **FDEP's Annual Reporting Streamlining Workshop** – FDEP has scheduled a workshop for Thursday, April 24, 2003 at Orange County Parks and Recreational Barnett Park Facility in Orlando, Florida. Alan Wertepny will be attending on behalf

of the co-permittees to provide input on reducing the annual reporting requirements.

Any revisions to the reporting requirements will require Rule revisions to Chapter 62.624, Florida Administrative Code. Rule revisions may take six months to a year. Consequently, the first year annual report may be required to follow the requirements in the current Florida Administrative Code. More details will be discussed at our May Steering Committee meeting.

- g. **Florida's Stormwater Association 2003 Annual Conference** – Copies of the scheduled activities for the June 11 – 13, 2003 conference at the Hawk's Cay Resort in Duck Key, Florida was distributed to all attendees. Presentations include merging technologies, NPDES Phase I and II updates, TMDLs, stormwater retrofit projects and management strategies. Several co-permittee representatives will be attending this conference and information obtained hopefully will be shared with co-permittees at a future NPDES Steering Committee meeting.
  
- h. **ITID Steering Committee Representative** – John Bonde has resigned as ITID's Executive Director and has taken a position with the Village of Wellington. Jay Foy will discuss with ITID's new Executive Director if they wish to appoint as a representative to continue with ITID's role as a member of the NPDES Steering Committee.

### **III. Water Quality Monitoring Program**

A draft of the proposed monitoring program was distributed to all attendees. The proposed program was based on review of our existing program, a workshop held with FDEP and SFWMD, State guidelines, NPDES requirements and coordination of ongoing monitoring programs within Palm Beach County. The proposed plan includes utilizing existing water quality sampling programs proposed by FDEP for the Comprehensive Everglades Restoration Program, and continuation of some of the existing monitoring sites by Palm Beach County Environmental Resource Management. The frequency of the ambient water quality sampling by ERM is proposed to increase from quarterly to bi-monthly and the water quality parameters will be adjusted to provide consistency with the CERP and TMDL programs. No sediment sampling is proposed. In lieu of biological sampling, reporting of ongoing watershed programs is proposed. One such program is the Lake Worth Lagoon Seagrass Mapping and Monitoring Project. Reporting requirements include an annual narrative, a tabular summary of the ambient sampling, and progress on the seagrass monitoring program. Trend analysis on specific water quality parameters is proposed for the 3<sup>rd</sup> Year Annual Report and pollutant loading calculations on a watershed basis will also be included in the 3<sup>rd</sup> Year Annual Report. Concerns expressed by the Steering Committee on the Annual Report included:

- Whether a monitoring program will be able to identify potential water quality problem areas related to stormwater runoff that can be targeted for corrective action

- Whether the program will be able to assess the effectiveness of the co-permittees stormwater management programs
- Whether the co-permittees will be obligated to fund the Seagrass Monitoring Program

These are valid concerns. At this time there is insufficient information to determine if these goals and objectives can be met. The monitoring results in the Annual Report, the trend analysis in the 3<sup>rd</sup> Year Report, and the pollutant loading analysis in the 3<sup>rd</sup> Year Report may address the first two concerns. Palm Beach County has indicated funding on the Seagrass Monitoring Program is available through the Year 2005. Funding in 2006 (approximately \$100,000) is subject to County and State funding appropriations. The Steering Committee decided to move forward with sending the draft of the proposed monitoring plan to the State as required in our permit. All co-permittees can provide any comments on the draft within one-week to Alan Wertepny. A motion to approve the draft of the monitoring program was made by Allen Trefry and seconded by Rebecca Travis. The motion passed.

#### **IV. Illicit Discharge Training Video**

Forty copies of the Pinellas County Illicit Discharge Training Video were obtained for redistribution to the co-permittees. Each co-permittee should receive one training video. There are no copyright requirements; therefore, additional copies can be made by each co-permittee. The use of the training video can fulfill one of the requirements for training of all

employees. This 20-minute video should be supplemented with co-permittees notification procedures for illicit discharges. Some co-permittees have their own program while others utilize other County entities. Twenty-five training videos were distributed. Any co-permittees that did not obtain a video may contact Alan Wertepny. A listing of those co-permittees representatives accepting the "Lookout for Illicit Discharge" training video is available upon request.

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

The next Steering Committee meeting is scheduled for Wednesday, May 21, 2003, 9:00 a.m. at the offices of Northern Palm Beach County Improvement District. The items on the agenda will include coordinating a response to FDEP on the 5<sup>th</sup> Year 1<sup>st</sup> Permit Term Report term review and inspection. Other items will include a budget report, inspector training program, the monitoring program, and the first year annual report.

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: Tracy C. Robb  
All Co-Permittees  
Anne Capelli