

July 18, 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 July 16, 2003

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**I. Attendees/Introductions**

Approximately 33 of the 39 co-permittees were represented at the July 16, 2003 NPDES Steering Committee meeting. Steering Committee members present included: Laurent Van Cott (Chair), Jay Foy (Vice Chair), Randal Krejcarek (Secretary), Tony Puerta (Member) (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 May 21, 2003 Meeting Minutes** – Jay Foy motioned for approval of the minutes for the May 21, 2003 meeting. It was seconded by Karen Brandon and approved by the Steering Committee.
- b. **Interlocal Agreements for Second Term Permit** – Jim Watt with Caldwell & Pacetti reported that twenty-seven of the thirty-eight Interlocal Agreements have been executed by both parties. Of the remaining eleven, seven have been executed by the municipalities and are waiting for execution by Northern Palm Beach County Improvement District. There are four outstanding Agreements; FDOT – District Four, City of Lake Worth, City of Riviera Beach and Palm Beach County. The City of Riviera Beach Agreement could be executed within thirty days. Representatives for the other three entities are encouraged to contact their respective legal departments and provide assistance in expediting the process.
- c. **Website Improvements** – The NPDES website (pbco-npdes.org) has been updated and is a resource for the co-permittees and other entities regarding Palm Beach

County's NPDES permit program. Our site includes the NPDES construction generic permit; information on controlling the usage of fertilizers, pesticides and herbicides; the second term permit requirements; resources for obtaining the inventory of high risk facilities; notification of upcoming FDEP inspector training courses; links to EPA, FDEP, Palm Beach County and others. Information on the format for the co-permittees annual report is also available. Co-permittees are encouraged to utilize the website.

- d. Monitoring Program** – The Florida Department of Environmental Protection requested additional information and revision to our proposed monitoring program. A response letter was drafted and reviewed by the Steering Committee and co-permittees attending the meeting. The response clarifies the intent of our proposed monitoring program and goals to be achieved and at this time it does not revise the proposed monitoring program. However, it does offer to meet with FDEP to review any refinement to our program. Concerns were expressed by the Steering Committee that monitoring costs could double or triple from the current program. Any program modifications will require sufficient lead-time to incorporate the costs into the co-permittees annual budgets. This would require a one to two year notice period to be incorporated in our current budgetary process. It was the consensus of the Steering Committee that the letter to Michael Bateman addressing the monitoring program be sent as is.
- e. FDEP's Comments on the (1<sup>st</sup> Permit Term) 5<sup>th</sup> Year Annual Reports and Interviews** – Responses to FDEP's request for additional information was obtained from all affected co-permittees. The response was transmitted to FDEP on June 19, 2003.
- f. FDEP's NOI Requirements** – Allen Trefry provided a draft of a letter to FDEP requesting FDEP coordinate with the Florida Department of Community Affairs for revisions to the Florida Building Code to incorporate the requirement that NOI's be submitted to FDEP prior to issuance of building permits for projects needing an NPDES construction permit. The Steering Committee and co-permittees reviewed the proposed letter and provided some minor changes. It was the consensus of the group that the letter be sent to Michael Bateman by Laurent Van Cott as Chairman for Palm Beach County NPDES Steering Committee. Robert Hill (Royal Palm Beach) mentioned he will take a copy of the draft letter to his afternoon meeting with the County's Building Code Advisory Board to discuss our approach and the potential future involvement of the building inspectors with the NPDES construction

program.

- g. **Budget Transfer** – Alan Wertepny reviewed the current status of the budgets for the 1<sup>st</sup> Year – 2<sup>nd</sup> Permit Term. Currently, three items require additional funding. These include coordination with FDEP, co-permittees and the Interlocal Agreements. It was recommended that \$8,000 be transferred from the training program. FDEP coordination would receive an additional \$2,000 budget, co-permittee coordination would receive an additional \$3,000, and Interlocal Agreements would receive an additional \$3,000. The motion was made by Allen Trefry and seconded by Randal Krejcarek to approve this budget transfer. The Steering Committee approved the reallocation of the funds.

### **III. Year 1 Annual Reports**

Anne Capelli discussed the format for the Annual Report. Copies of the template for each co-permittees report was distributed to those present at the meeting. This information is also available on our website under “What’s New.” Anne briefly discussed this document and noted in the Narrative Section of the report under Activities that we have added specific requirements of the permit in parenthesis to assist the co-permittees in complying with reporting requirements. The co-permittees were also reminded that specific requirements to be included in the report are also identified on our website under “What’s New” – NPDES To Do List. Any comments or questions regarding the Annual Report should be directed to either Anne Capelli or Alan Wertepny.

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

The next Steering Committee meeting is scheduled for Wednesday, September 17, 2003, 9:00 a.m. at the offices of Northern Palm Beach County Improvement District. The items on the agenda will include discussion of the status of the State’s TMDL Program in Palm Beach County, status of the proposed monitoring program and budget report for the 1<sup>st</sup> Year 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: Tracy C. Robb  
All Co-Permittees  
Anne Capelli