

Memorandum

DATE: May 3, 2004
TO: Palm Beach County NPDES Permittees
FROM: Alan D. Wertepny, P.E.
REF. NO. A3050.01
SUBJECT: Minutes of NPDES Steering Committee Meeting held on April 21, 2004

I. Attendees/Introductions

Approximately 18 of the 39 co-permittees were represented at the April 21, 2004 NPDES Steering Committee meeting. Steering Committee members present included: Laurent Van Cott (Chair), Jay Foy (Vice Chair), Randal Krejcarek (Secretary), Tony Puerta (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 18, 2004 Meeting Minutes** – The minutes of the meeting were amended to include comments from Betsy Burden regarding the Florida Department of Environmental Protection's MS4 Phase II Permits for Community Development District's. Jay Foy made a motion for approval of the February 18, 2004 meeting minutes as amended. It was seconded by Karen Brandon and approved by the Steering Committee.
- b. **FDEP's Comments on First Year Report** – The State's Palm Beach County permit reviewer (Vista Stewart with SAIC) is finalizing her comments on the First Year co-permittees reports. During a telephone conversation with Vista Stewart, she indicated that her comments are minor and can be grouped in the following areas:
 - A statement or verification from approximately 11 of the permittees that the non-stormwater discharges allowed by the NPDES permit are consistent with the permittees municipal ordinances. Any ordinance changes should be submitted to FDEP.
 - Additional information on the construction inspection programs for four of the permittees.
 - An explanation of why three of the permittees indicated that there was a budget reduction between the first and second year program. An acceptable response may be that the first year program covered twenty months as compared to the twelve months for the second year budget. Additionally, there may have been a

reduction in the capital improvement program. Ideally, the State is just looking for a statement that there was no reduction in the NPDES level of service for the stormwater management programs.

- A request for three permittees to provide map of the annexed area.
- Two permittees were missing some of the information in the summary table.

Vista stated that a formal letter from the State would be submitted within two weeks. Following receipt of the letter, please provide your responses to Mock•Roos (Alan Wertepny) so that we may coordinate all the permittees responses to the State.

c. FDEP's Enforcement Actions – Alan Wertepny distributed a summary of enforcement actions taken by FDEP against the City of Miami and the City of Tampa for non-compliance issues. Both entities were provided a warning letter for possible failure to implement the following:

- A pro-active inspection program for illicit discharge connections.
- Implementation of a program to identify high-risk priority sites and implementation of a schedule for inspection and monitoring of those facilities.
- Implementing a program for inspecting construction sites and enforcing requirements for control measures including education and training.

Ultimately, fines were levied by FDEP: \$8,398 for the City of Miami and \$50,000 for the City of Tampa. More information regarding these enforcement actions is available upon request.

III. New Format for Annual Report Requirements

Anne Capelli (Mock•Roos) provided a presentation on the new streamlined forms for submittal of the annual report. The main emphasis of the report is the quantifiable items that are to be included in the summary table. Vista Stewart provided a draft of the summary table (Section VII), which she customized for the Municipalities, Special Districts and Palm Beach County permittees. The Table included a description of the permit requirement and respective quantifiable stormwater management activities. The permittees are encouraged to review this document, which is available on our website (www.pbco-npdes.org) and strike out or note of activities which are not applicable to your municipality. The co-permittees are requested to provide their responses to this table to Mock•Roos within two weeks.

The co-permittees were also advised that Vista Stewart is scheduled to meet with all 39 permittees the week of June 21, 2004 through June 25, 2004 to review and further customize the summary table for the annual report to thier specific entity. A meeting schedule will be established. The location will be at Mock•Roos' offices. David Rotar volunteered Jupiter's

facilities for the North County municipalities.

IV. Next Scheduled Meeting

The next Steering Committee meeting is scheduled for Wednesday, May 19, 2004, 9:00 a.m., at the offices of Northern Palm Beach County Improvement District. The purpose of this meeting is as follows:

- Budget report.
- Review FDEP's comments on the first year report.
- Comments on the streamlined annual reporting format.
- Presentation and distribution of a CD containing a stormwater educational toolkit.

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 (561) 683-3113, extension 231.

ADW:jeh

Copies: Anthony Las Casas
 Laura Ham
 All Co-Permittees
 Vista Stewart