

## **Memorandum**

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DATE: May 20, 2004 – Revised May 28, 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 May 19, 2004

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### **I. Attendees/Introductions**

Approximately 20 of the 39 co-permittees were represented at the May 19, 2004 NPDES Steering Committee meeting. Steering Committee members present included: Laurent Van Cott (Chair), Jay Foy (Vice Chair), Randal Krejcarek (Secretary), Allen Trefry (Member), and Karen Brandon (Member). A copy of the sign-in list is available upon request.

### **II. Administrative Activities**

- a. Approval of April 21, 2004 Meeting Minutes** – Jay Foy made a motion for approval of the April 21, 2004 meeting minutes. It was seconded by Randal Krejcarek and approved by the Steering Committee.
  
- b. Budget Report** – As of May 12, 2004, the first year program has a fund balance of \$20,351.78. Activities still to be completed consist of coordinating the State's request for additional information on the first year reports. The second year program (currently underway) has a fund balance of \$160,782.78. The fund balance for the third year program, to commence in October 2004, has a fund balance of \$248,957.25. It was noted that one municipality (Riviera Beach) is behind in its payments due to accounting problems within the City. The City is working with its staff to resolve the issue. Allen Trefry mentioned that the monitoring program costs have increased slightly for water quality testing. Palm Beach County is estimating that the additional cost will be approximately \$3,000. A letter from the County documenting the increased costs is forthcoming. Review of the budget indicates that there are ample monies in our current program to cover this expenditure.

- c. Streamline Annual Reporting Requirements** – To date, only four of the thirty-nine permittees have responded with comments on the reporting format. These comments will be forwarded to Vista Stewart, the State’s permit reviewer for Palm Beach County. Concerns expressed by the permittees include duplication of documentation for public education programs, and the amount of documentation required to support the quantifiable numbers included in the new reporting form. Required documentation may require permittees to modify their procedures and expend additional dollars to document their activities. With regard to public education, Allen Trefry mentioned that the group could consider adding public education announcements on Channel 20 as a countywide effort. It was noted that the State’s new format transfers more responsibility to the permittees.
- d. Town of Hypoluxo** – Lisa Tropepe (SFRN) representing the Town of Hypoluxo requested that the Palm Beach County Permittees consider adding the Town to its NPDES stormwater permit. The Town has recently received notification from the State that they may be required to have a NPDES stormwater permit. A motion was made by Jay Foy to allow the Town of Hypoluxo to be added to our NPDES permit. It was seconded by Allen Trefry and unanimously approved by the Committee. Chairman Van Cott requested Alan Wertepny coordinate with Lisa Tropepe and the Town to assist in coordinating our processes and requirements for permit compliance.

### **III. Stormwater Educational Toolkit**

Anne Capelli (Mock•Roos) provided a presentation of public educational tools provided by the State, which can be modified for usage by the permittees. Highlighted materials covered pesticides, herbicides, and fertilizers; illicit discharges; and proper disposal of household hazardous waste. A CD was distributed to all permittees with a representative at the meeting. It was emphasized that the permittees have permission to modify and redistribute the materials contained in the CD.

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

The next meeting is the individual co-permittee meetings with Vista Stewart to discuss the customized Annual Report forms. The meetings are scheduled for Wednesday, June 21 – 25, 2004 at the offices of Mock, Roos & Associates. The attached schedule provides the one-hour time slots allocated to each co-permittee. Permittees are encouraged to invite the individual who certifies their annual report to this 1-hour workshop.

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