

Memorandum

DATE: March 7, 2005
TO: Palm Beach County NPDES Permittees
FROM: Alan D. Wertepny, P.E.
REF. NO. A4051.01
SUBJECT: Minutes of NPDES Steering Committee Meeting held on February 16, 2005

I. Attendees/Introductions

Approximately 16 of the 40 co-permittees were represented at the February 16, 2005 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 January 19, 2005 Meeting Minutes** – Jay Foy made a motion for approval of the January 19, 2004 meeting minutes with a typo correction on the next scheduled meeting, replace “maybe” with “may be”. The motion was seconded by Karen Brandon and approved by the Steering Committee.
- b. **Status of Individual 2nd Year Reports** – To date we have received 22 of the 40 co-permittees individual annual reports covering the reporting period of October 1, 2003 through September 30, 2004. All co-permittees were advised that our deadline for submittal of the report to Mock•Roos is past due. Alan Wertepny will be making phone calls to encourage co-permittees to submit their reports.
- c. **Status of 2nd Year Annual Report** – A draft of the 2nd Year Joint Annual Report was distributed to all participants. An electronic version will be emailed to all co-permittees, with comments due to Mock•Roos on or before March 15, 2005. Please note there are some recommendations in the report for revisions to the water quality monitoring program. These revisions are recommended to provide consistency with monitoring activities being conducted by Florida Department of Environmental Protection and Loxahatchee River District. Jay Foy recommended that Joe Kroll, the Town of Haverhill be added to the sub-committee on water quality monitoring. The Steering Committee recommended that Alan Wertepny contact Joe to see if he is interested (Tel. 689-0370).

d. Phase I MS-4 Retreat – Alan Wertepny received an invitation from Florida’s Storm Water Management Academy to participate in a one-day workshop in Gainesville, Florida to discuss ongoing activities being conducted by the Phase I NPDES municipal permittees. The Workshop will discuss the new annual reporting requirements, municipal and county stormwater construction programs, inspection of high-risk industrial facilities, illicit discharge elimination, and resources offered by the Stormwater Management Academy. Alan Wertepny requested approval from the Steering Committee to attend this Workshop. Motion was made by Jay Foy, seconded by Karen Brandon to authorize Mr. Wertepny’s participation to represent Palm Beach County’s MS4 permittees. The Steering Committee approved the motion.

III. Budget Reports and Estimates for the 5th Year Program – Income and disbursement reports were distributed for the 2nd, 3rd, and 4th Year programs. Balances as of February 3, 2005 are \$70,722.49, \$240,223.07, and \$208,108.03, respectively. Activities remaining for the 2nd Year include the monitoring program and annual report. The 3rd Year program is underway and the 4th Year will commence October 1, 2005. The 4th Year accounts receivable includes four entities from which funding has not been received (FDOT District 4, City of Lake Worth, City of Riviera Beach, and City of South Bay). Alan Wertepny will follow-up with these entities. Budget estimates for the 5th Year Program were provided. The breakdown for each municipality’s contribution was provided for billing in FY 05-06. A motion was made by Jay Foy to adopt the 5th Year budget, seconded by Randall Krejcarek and the motion passed. Letters will be sent to the permittees in the month of March with the budget estimates for the 5th Year Program.

IV. Next Scheduled Meeting

The next Steering Committee meeting is scheduled for Wednesday, April 20, 2005, 9:00 a.m., at the offices of Northern Palm Beach County Improvement District. The purpose of the meeting will be to discuss the 2nd Year Annual Reports, and selection of 10 permittees to be interviewed by FDEP’s NPDES consultant on the information contained in their 2nd Year reports. The interviews are scheduled for the week of July 20, 2005.

I believe these minutes accurately reflect the discussions and decisions of this meeting; however, the writer welcomes 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:cbm

Copies: All Co-Permittees