

## **Memorandum**

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DATE: May 4, 2005 – **Revised May 10, 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 April 20, 2005

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

Approximately 14 of the 40 co-permittees were represented at the April 20, 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). The Chair noted that Boca Raton Steering Committee member Anthony Puerta was not in attendance as a consultant; however, Rebecca Rodgers was present. The Chair requested that Alan Wertepny contact Anthony Puerta to find out if Boca Raton would like to designate Rebecca as their **alternate** representative. A copy of the sign-in list is available upon request.

### **II. Administrative Activities**

- a. Approval of February 16, 2005 Meeting Minutes** – Jay Foy made a motion for approval of the February 16, 2005 meeting minutes. The motion was seconded by Karen Brandon and approved by the Steering Committee.
- b. Status of Individual 2<sup>nd</sup> Year Reports** – All 40 individual annual reports and the joint report have been received by FDEP. An electronic copy of these reports can be found under our NPDES website ([www.pbco-npdes.org](http://www.pbco-npdes.org)) under annual reports. Review of the individual annual reports indicates some of the permittees need to put increased emphasis on education programs for pesticides, herbicides, fertilizers and illicit discharges. Additionally, a more proactive inspection program for illicit discharges should be considered for the third year program. All co-permittees are advised to review their NPDES program requirements and strengthen their program where necessary.

The Steering Committee requested that Mock•Roos investigate alternatives for providing public service announcements for the groups. Possible coordination with Palm Beach County's Solid Waste Authority, television ads on the Hallmark, or family channel, etc. The Steering Committee also requested that the sub-committee meeting on water quality meet prior to the next Steering Committee meeting.

- c. **Recap of Phase 1 MS4 March 8, 2005 Retreat** – The State will be evaluating more closely the annual reports than they have done in previous years. Quantifiable numbers are required for the number of activities performed, the name of the record for documentation, the entity performing the activity. All records must be retained for three years after the expiration date of the permit cycle. For the 2005 inspection process, 10 permittees in Palm Beach County will be selected for review of their records. The inspections will focus on correlating the data reported in the annual report form with the co-permittee's documentations. The State's reviewer may request information in advance of the inspection and may require a complete set of records. Many of the Phase I Florida MS4s have instituted proactive programs in the areas of construction projects for sediment and erosion controls, public education, illicit discharges, and inventory and inspection of high-risk facilities.
- d. **Inspector Training Seminar** – May 11, and 12, 2005 is the scheduled date for the Palm Beach County MS4 Florida Stormwater, Erosion and Sedimentation Control Training and Certification Program. Flyers on the event have been posted on our website and have been distributed by FDEP and FAEP.
- e. **Florida Stormwater Association 2005 Annual Conference** – The municipalities are encouraged to attend the Florida Stormwater Association 2005 Annual Conference in Fort Myers, Florida June 29, 2005 through July 1, 2005. The program will include an update on TMDLs, water body re-classification, emerging technologies, NPDES strategies for implementing TMDLs, stormwater utility, stormwater consistency in floodplain mapping, etc. Information on this conference can be found at [www.florida-stormwater.org](http://www.florida-stormwater.org).

**III. Selection of Ten Permittees for the Annual Interview with FDEP Consultant** – The Steering Committee recommended that Mock•Roos review our records and select 10 co-permittees from the 1<sup>st</sup> year SAIC conducted the inspections/interviews. A schedule will be prepared and transmitted to all permittees.

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

The next Steering Committee meeting is scheduled for Wednesday, June 15, 2005, 9:00 a.m., at the offices of Northern Palm Beach County Improvement District. The purpose of the meeting will be to discuss FDEP's comments on the 2<sup>nd</sup> Year Annual Report.

We believe these minutes accurately reflect the discussions and decisions of this meeting; however, additions and/or corrections will be accepted in writing within seven (7) days of the date of these minutes.

If you have any questions, please call me at 683-3113, extension 231.

ADW:jeh

Copies: All Co-Permittees