

Memorandum

DATE: February 27, 2006
TO: Palm Beach County NPDES Permittees
FROM: Alan D. Wertepny, P.E.
REF. NO. A5065.01
SUBJECT: Minutes of NPDES Steering Committee Meeting held on February 15, 2006

I. Attendees/Introductions

Approximately 24 of the 40 co-permittees were represented at the February 15, 2006 NPDES Steering Committee meeting. Steering Committee members present included: Jay Foy (Vice Chair), Angela Bailus for Randal Krejcarek (Secretary), Karen Brandon (Member), Tony Puerta (Member) and Allen Trefry (Member). Jay Foy conducted the meeting and introduced Fred Rapach the Director for Palm Beach County Service Center for South Florida Water Management District (SFWMD). Fred is joining our NPDES Group through an invitation extended by the Steering Committee to assist in coordinating our activities with SFWMD. Mr. Rapach is very familiar with all the municipalities in Palm Beach County from his employment with Palm Beach County Water Utilities for the past nineteen (19) years. He has also served on numerous technical advisory and planning groups regarding regional water resources. The Steering Committee welcomed his participation in our meetings to further strengthen the relationships between SFWMD and Palm Beach County MS4 permittees. A copy of the sign-in sheet is available upon request.

II. Administrative Activities

- a. **Approval of January 18, 2006 Meeting Minutes** – Tony Puerta made a motion for approval of the January 18, 2006 meeting minutes. It was seconded by Karen Brandon and approved by the Steering Committee.
- b. **Budget Report** - Copies of the income and disbursement reports are available upon request. As of February 8, 2006 the balances for the 3rd Year, 4th Year and 5th Year Programs were \$61,388.20, \$241,816.24, and \$241,079.71, respectively. Activities remaining for the 3rd Year Program include coordination with FDEP and the Annual Report. The 4th Year Program is underway and the 5th Year Program is scheduled to start October 1, 2006. The budget estimate for the 1st Year of the 3rd Permit Term

totaling \$314,600.00 was discussed. The budget estimate for the 1st Year Program (FY 06-07) was distributed among all the co-permittees using the same percentages as the previous year. Following discussion of the budget, a motion was made by Karen Brandon and seconded by Tony Puerta to approve the budget estimate for the 1st Year of the 3rd Year Permit Term (FY 06-07). The motion passed.

- c. **Inspector Training and Certification Program** – A flyer was distributed on the Florida Stormwater, Erosion and Sedimentation Control Inspector Training and Certification Program scheduled for May 16th and 17th, 2006. This free 2-day program is sponsored by Palm Beach County NPDES Steering Committee in conjunction with the Florida Association of Environmental Professionals. The program will be held at the Town of Jupiter Community Center. Approximately 90-spaces are available. For information on registration refer to our NPDES website.
- d. **Status of Year 3 Individual Annual Reports** - To date, thirty-five (35) reports have been received. The five outstanding reports are from Boca Raton, FDOT – District Four, FDOT – Turnpike District, Pahokee, and West Palm Beach. These co-permittees were advised that the reports must be submitted by March 15, 2006 for incorporation into the joint submittal.
- e. **Draft of 3rd Year Joint Annual Report** – The draft report has been posted on our website since February 7, 2006. To date no comments have been received. The co-permittees were advised that all comments should be received no later than March 1, 2006.
- f. **SAIC's Interim Permit Reviewer** – Due to the departure of Vista Stewart, SAIC has appointed an interim NPDES Inspector for Palm Beach County. Her name is Christine Garrow and she can be contacted at (703) 318-4687.
- h. **Phase 1 MS4 Retreat** – FDEP is in the process of scheduling a one-day workshop in Gainesville, Florida to discuss ongoing activities being conducted by the Phase I MS4 NPDES permittees. In the past, this workshop included discussion of the annual reporting requirements, the NPDES construction program, inspections of high-risk facilities, illicit discharges and educational programs. The workshop may be scheduled prior to our next meeting. Alan Wertepny requested approval from the Steering Committee to attend this workshop. A motion was made by Allen Trefry and seconded by Angela Bailus to authorize Mr. Wertepny to represent Palm Beach County MS4 permittees at this workshop. The Steering Committee approved the motion.

- i. **Steering Committee Meeting Location** - Northern Palm Beach County Improvement District (NPBCID) is losing additional parking space while their new building is under construction. Northern has requested that we change the location of our meetings while the new building is being constructed. Alan Wertepny will contact co-permittees to determine the new location. All co-permittees will be advised of the new location prior to the next meeting.

III. Next Scheduled Meeting

The next Steering Committee meeting is scheduled for April 19, 2006, at 9:00 a.m. The purpose of the meeting will be to discuss the Year 3 Joint 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
Christine Garrow