

Memorandum

DATE: October 24, 2006
TO: Palm Beach County NPDES Permittees
FROM: Alan D. Wertepny, P.E.
REF. NO. A6046.01
SUBJECT: Minutes of NPDES Steering Committee Meeting held on October 18, 2006

I. Attendees/Introductions

Approximately 29 of the 40 permittees were represented at the October 18, 2006 NPDES Steering Committee meeting. Steering Committee members present included: Laurent Van Cott (Chair), Jay Foy (Vice Chair), Karen Brandon (Member), and Bonnie Finneran (Member). A copy of the sign-in sheet is available upon request.

II. Administrative Activities

- a. **Approval of September 20, 2006 Meeting Minutes** – There were no comments received on the meeting minutes. A motion was made by Jay Foy to approve the minutes. It was seconded by Karen Brandon and approved by the Steering Committee.
- b. **Budget Report** – Alan Wertepny provided a handout showing the current status of the annual budgets. Van Cott briefly went over each page and asked for comments or questions. Van inquired when any rollover from the 4th year budget to the 5th year budget would occur and Alan indicated that that would likely happen in March or April 2007, once the reporting and re-application were completed.
- c. **Florida Stormwater Association Conference** – A handout was provided with information about the upcoming Winter Conference of the FSA. The conference will be held in Orlando November 29 – December 1, 2006. It was noted that Karen Brandon and Anne Capelli, and possibly others, would be attending.
- d. **Individual Co-Permittee Annual Reports** – The due date for the final version of the 4th year individual annual report forms is December 29, 2006. If anyone wants to submit a draft for review by Alan prior to submitting the final version, they were asked to do so by the first week in December.

- e. **FDOT Agreement Amendment** – Betsy Burden noted that her office had received from FDOT a 3rd amendment to the agreement.

II. Permit Re-Application

A handout was provided of the first draft of the marked-up permit. Items to be deleted were shown as strikeout; items to be added were shown in red text; and, explanations of the changes were provided in blue, italicized text. Alan and Van went over the mark-up page by page asking for comments on and/or concurrence with the suggested changes. The majority of the discussion was on the Table II.A.1.a. regarding inspection and maintenance of structural controls, and the majority of that discussion was on exfiltration trench. The attendees wish to propose a re-organized exfiltration trench section for the permit re-application. Alan was asked to draft a suggested re-organized section and e-mail it to co-permittees for their review. A few other minor modifications were suggested and some typographical errors were noted. The changes from the meeting will be incorporated into a 2nd draft of the permit and it will be e-mailed to all co-permittees for final review.

While discussing the re-application, Alan mentioned that the group had purchased one copy of a new training video. The video addresses illicit discharges, spills, application of fertilizers and pesticides, and municipal operations. There was discussion regarding the use of the video as a group and/or as individual co-permittees. Because the CD/DVD is copyrighted, it can be viewed at meetings of the purchasing entity, but not copied and distributed. This training video will be viewed at the next meeting in January. All co-permittees are encouraged to attend and receive credit for their annual training requirements.

III. Next Steering Committee Meeting

The next steering committee meeting will be held January 17, 2007, 9:00 a.m., at the City of Palm Beach Gardens Council Chambers.

I 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 Permittees
Christine Garrow