

## **Memorandum**

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DATE: April 2, 2007 – **Revised April 4, 2007**  
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 March 21, 2007

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

Approximately 30 of the 41 permittees were represented at the March 21, 2007 NPDES Steering Committee meeting. Steering Committee members present included: Laurent Van Cott (Chair), Jay Foy (Vice Chair), Randal Krejcarek (Secretary), Karen Brandon (Member), Bonnie Finneran (Member) and Tony Puerta (Member). A copy of the sign-in sheet is available upon request.

### **II. Administrative Activities**

- a. **Approval of February 21, 2007 Meeting Minutes** – A motion was made by Jay Foy to approve the minutes, seconded by Karen Brandon, and approved by the Steering Committee.
- b. **Budget Closeout for 4<sup>th</sup> Year Program** – Approximately \$36,540 is available in the 4<sup>th</sup> Year Program. Alan Wertepny recommended that we transfer these funds to the 5<sup>th</sup> Year Program to cover the \$12,000 of additional monitoring expense as authorized at the February 21, 2007 Steering Committee meeting. For the remaining funds he recommended that they be distributed equally (\$8,180 each) among three areas (FDEP Coordination, Co-Permittee Coordination and Contingency). After some discussion, Jay Foy made a motion to approve the recommendation to transfer the funds into the above aforementioned categories. It was seconded by Karen Brandon and approved by the Steering Committee unanimously.
- c. **Individual Annual Co-Permittee Reports** – As of March 20, 2007, 37 of the 41 individual annual reports have been received. Mock•Roos has been *in* contact with each of these four entities and all four have committed to providing the report on or before April 1, 2007.

- d. **Stormwater Operator Certification Program** – Karen Brandon distributed a flyer from the Florida Stormwater Association offering to set up a course for Level 1 Stormwater Operators Certification. If we can get thirty interested individuals, a training course could be arranged in Palm Beach County. The course is 2-1/2 days and includes seven chapters and a written exam. The cost for the program is \$199.00 for a member of FSA and \$249.00 for non-members. Anyone interested in pursuing this should contact the FSA training center, Ashley Sabo, 1-888-224-3124, or email at [ashleys@ksanet.net](mailto:ashleys@ksanet.net). The Chapters cover:

One - What Does it Mean to be a Stormwater Operator Certified

Two - Introduction to Stormwater Management Erosion, Sediment, and Regulation

Three – Stormwater Management Systems and Structures

Four – Stormwater Maintenance, Inspections, Work Orders, and Maintenance Activities

Five – Heavy Equipment, Light Equipment and Maintenance

Six – Working Safely, Safety Precautions, and Hazardous Equipment and Safety

Seven – Customer Services, Communications with Public and How to Handle the Media.

### **III. Interlocal Agreements**

A draft of the 3<sup>rd</sup> Term Interlocal Agreement between NPBCID and each co-permittee was distributed to all attendees. It was noted that some of the timelines in the Agreement cannot be finalized until the NPDES permit is reissued. However, the Agreement can be reviewed by each co-permittee's attorney for comments. Any comment should be addressed to Ken Edwards, Caldwell Pacetti.

### **IV. Permit Re-Application**

The Town of Glen Ridge and the Town of Hypoluxo submitted their responses to the request by FDEP for additional information on their NPDES Stormwater Programs. This information was provided one week following the request by the State. FDEP has drafted a preliminary MS4 Permit renewal template. A copy of the template was distributed to all attendees. FDEP will utilize this template as a guide for re-issuing the individual MS4 permits. Currently, FDEP is customizing the 3<sup>rd</sup> Term Permit for each Phase 1 entity. Palm Beach County is the third permit to be re-issued. A copy of the unofficial proposed scheduled for issuance of the Palm Beach County Permit was received from Christine Garrow (assigned permit writer). The schedule indicates a draft permit to be provided to the Palm Beach County co-permittees and EPA by April 30, 2007. Included in the schedule are

publication notices, public comment period, notices of intent to issue permit with additional public notices and final submittal to EPA. The projected completion date is September 28, 2007. At this point in time, we are waiting on the submittal of the draft permit from FDEP in order to initiate our review and public notification process. Ken Edwards agreed to contact FDEP to determine the format for public noticing. Alan Wertepny agreed to coordinate with Christine Garrow to obtain the draft permit and provide review comments.

#### V. **Next Steering Committee Meeting**

The next steering committee meeting will be held April 18, 2007 at 9:00 a.m. at the **offices of Northern Palm Beach County Improvement District**. The purpose of the meeting will be to review the draft 3<sup>rd</sup> Term Permit and to conduct a training session for Sediment and Erosion Control. **The EXCAL Visual Ground Control training video will be presented during the first 30-minutes of our meeting.** All co-permittees are encouraged to send representatives so that they may get credit for this training session in their 5<sup>th</sup> Year program.

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