

Memorandum

DATE: July 31, 2007 – **REVISED AUGUST 2, 2007**
TO: Palm Beach County NPDES Permittees
FROM: Alan Wertepny
REF. NO. A6046.01
SUBJECT: Minutes of NPDES Steering Committee Meeting held on July 18, 2007

I. Attendees/Introductions

Approximately 33 of the 41 permittees were represented at the July 18, 2007 NPDES Steering Committee meeting. Steering Committee members present included: Laurent Van Cott (Chair), Jay Foy (Vice Chair), Randal Krejcarek (Secretary), Karen Brandon (Member), Tony Puerta (Member), and Bonnie Finneran (Member). A copy of the sign-in sheet is available upon request.

II. Administrative Activities

- a. **Approval of June 20, 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 4th Year Program** – The 5th Year fund balance as of July 6, 2007 is \$215,999.50. The 1st Year of the Third Term Permit fund balance as of July 6, 2007 is \$303,869.63.
- c. **Responses to FDEP on 4th Year Reports** – As of July 18, 2007, we received 25 of the required 29 responses from the co-permittees. Mock•Roos will follow-up with each of the four co-permittees requiring a response.
- d. **Permit Re-Application** – FDEP is currently processing our re-application and we anticipate a response within 60 days. We have requested to allow the reporting cycle for our new permit (3rd Term) to be between October 1st and September 30th to be consistent with the majority of our co-permittees fiscal year. FDEP is considering our request.

III Palm Beach County MS4 Year 4 Audit – Robert van den Akker (SAIC), consultant to FDEP, provided a presentation on the 2007 annual audit and records review. A copy of the presentation can be downloaded from our NPDES website (www.pbco-npdes.org) under

“What’s New”.

The audit records review focus is on correlating the data reported in the Annual Report Section VIII SWMP Summary Table Column C with the co-permittees documentation/records reported in Column D. SAIC experience has noted that the most common program implementation errors deal with (1) proactive inspections for illicit, (2) spill prevention and response, and (3) construction site inspections. Attached, which was not available at the time, is Robert van den Akker’s agenda for the meeting. Note this attachment contains examples of programs that would fulfill the requirements for proactive inspections, spill prevention, and construction inspections.

Steven Kelly (850-245-7520) has replaced Fred Noble as the new FDEP Administrator of the NPDES Stormwater Program.

IV. Next Steering Committee Meeting

The next steering committee meeting will be held September 19, 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 third term permit.

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 287.

AC:jeh

Copies: All Permittees
Christine Garrow