

Memorandum

DATE: DECEMBER 3, 2007
TO: Palm Beach County NPDES Permittees
FROM: Alan Wertepny
REF. NO. A7043.01
SUBJECT: Minutes of NPDES Steering Committee Meeting held on November 28, 2007

I. Attendees/Introductions

Approximately 30 of the 41 permittees were represented at the November 28, 2007 NPDES Steering Committee meeting. Steering Committee members present included: Laurent Van Cott (Chair), Jay Foy (Vice Chair), Randal Krejcarek (Secretary), Dan Beatty (Member), 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 October 17, 2007 Meeting Minutes** – A motion was made by Jay Foy to approve to the minutes, seconded by Dan Beatty, and approved by the Steering Committee.
- b. **Third Term Permit** - There was nothing to report. FDEP is working on other MS4 entities whose permit expire(d) before Palm Beach County's permit.
- d. **5th Year Individual Reports** – Drafts of the 5th Year Reports are due to Mock•Roos on or before December 4, 2007. The final reports are due on or before January 4, 2008.

III Year 4 Permit Assessment and Year 5 Annual Report – A copy of the 4th Year audits for the eight (8) co-permittees will be posted on our NPDES website. Co-permittees are reminded that these audits can be used for guidance in the preparation of your annual report. They provide insight to the information being requested and reviewed by FDEP's auditor and areas of needed improvement.

Mock•Roos (Anne Capelli) provided a presentation on the comments by FDEP's auditor on the annual reports. The general comments by the auditor included using inspection checklists for municipal maintenance yards, high-risk facilities, and construction sites; maintaining records for public outreach programs for pesticides, herbicides, fertilizers, and

illicits; developing pro-active inspection programs for illicits and performing and documenting in-house training program for illicits. Other recurring issues noted by the auditor included documentation of roadway programs and training activities by the fire departments for spill prevention and response, updating high-risk facilities inventory annually, and documenting site plan reviews and procedures for notifying applicants of NPDES construction requirements. Anne Capelli provided a number of suggestions for the co-permittees including using the previously prepared guidance document to summarize programs (a draft of a guidance document is posted on our NPDES website); developing a program for in-house training of illicits and discharges on spill prevention; and consideration by the group of forming a sub-committee to evaluate a county-wide public educational program for pesticides, herbicides, fertilizers, and illicits.

To assist the municipalities with in-house training of personnel, the Steering Committee decided to repeat the two 2007 videos as a training session at one of our Steering Committee meetings in 2008. These training videos were “Stormwater Watch” and “Ground Control”. During discussion with the co-permittees, the Steering Committee decided to establish a sub-committee to investigate a county-wide public educational program. Activities will include expansion of our website, possible TV spots, review of the public education developed by Tallahassee, developing partnerships, estimating costs/budgets and investigating funding opportunities. Volunteers for this sub-committee included Angela Bailus, Anne Capelli, Dora Florindo, John Lamb, Larry Peters, Tony Puerta, Ken Todd, and Rebecca Travis.

IV. Next Steering Committee Meeting

The next steering committee meeting will be held January 16, 2008, 9:00 a.m., at the offices of Northern Palm Beach County Improvement District. The purpose of the meeting will be to review the 2008 program schedule and the status of current budgets.

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