

**From:** Alan Welch <awelch@pbstownhall.org>

**Sent:** Wednesday, April 22, 2020 11:24 AM

**To:** Cioccia, Stephen <Stephen.Cioccia@dep.state.fl.us>

**Cc:** Alan Welch <awelch@pbstownhall.org>; Alan D. Wertepny <alan.wertepny@mockroos.com>; Crane-Amores, Borja <Borja.CraneAmores@FloridaDEP.gov>

**Subject:** FW: Palm Beach Shores, Failure Submit SOP Part III.A.1 per C4Y2 AAP by Due Date 4/21/2020, Potential Enforcement, Insufficient Response to C4Y2 AAP

Good afternoon Sir,

Please review the requested documents attached as stated in your previous email. I apologize for the delay I had every intention to sending the documents on the due date yesterday as required. As you are aware I did have the documents prepared to send to you after my phone conference with Mr. Wertepny to meet the extended deadline. I had to attend to a personal matter. As always thank you for your tolerance with my delays I appreciate it during these trying times. Hopefully you will find these documents to meet your requirements. If additional information is requested please contact me. Thank you and have a safe and wonderful day.

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Alan Welch  
Director of Public Works  
Town of Palm Beach Shores  
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Cell (561) 644-9542  
[awelch@pbstownhall.org](mailto:awelch@pbstownhall.org)

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**From:** Cioccia, Stephen <Stephen.Cioccia@dep.state.fl.us>

**Sent:** Wednesday, April 22, 2020 10:36 AM

**To:** Alan Welch <awelch@pbstownhall.org>

**Cc:** Alan D. Wertepny <alan.wertepny@mockroos.com>

**Subject:** FW: Palm Beach Shores, Failure Submit SOP Part III.A.1 per C4Y2 AAP by Due Date 4/21/2020,

Potential Enforcement, Insufficient Response to C4Y2 AAP

**Importance:** High

Good morning Mr. Welch,

The requirement for submittal of this permittee's current SOP for Part III.A.1 - Structural Controls and Stormwater Collection Systems Operation was due yesterday, 4/21. This submittal was required by a 'Required Improvement' in the attached C4Y2 AAP. The AAP's original submittal due date was 3/14/2020. The permittee was granted an extension of 30 days per the Agency's COVID-19 Emergency Order. The permittee failed to submit the SOP per the extension due date of 4/21/2020. The permittee also has not provided the Department with correspondence or notification notifying of the potential failure to meet the due date or the cause for missing the extended due date of 4/21/2020.

**Failure to submit the permittee's current SOP for Part III.A.1 - Structural Controls and Stormwater Collection Systems Operation to the Department by 4/23/20 may initiate compliance and enforcement action by the Department.**

Please contact me should you have a question.

Regards,

Steve

MS4 Coordinator

850-245-8568

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**From:** Cioccia, Stephen

**Sent:** Monday, April 13, 2020 2:17 PM

**To:** Alan Welch <[awelch@pbstownhall.org](mailto:awelch@pbstownhall.org)>

**Cc:** Alan D. Wertepny <[alan.wertepny@mockroos.com](mailto:alan.wertepny@mockroos.com)>; Crane-Amores, Borja <[Borja.CraneAmores@FloridaDEP.gov](mailto:Borja.CraneAmores@FloridaDEP.gov)>

**Subject:** RE: Palm Beach Shores, Required Submission of Part III.A.1 SOP by 4/21/2020, Insufficient Response to C4Y2 AAP - Major Outfalls Inspections

**Importance:** High

Good afternoon Mr. Welch,

The Department has received and filed your revised AR submittals for C4Y1 and C4Y2. We are also willing to accept the explanation for the deficiency in major outfall inspections as described in your email of 4/10/2020 as substituting for the corrective actions required in the C4Y2 AAP.

The statement you made in your previous email is incorrect *"There were no AR and AAP deficiencies that have been filed"* as the C4Y2 AAP (attached, pg. 6), as the AAP notes the deficiency of inadequate major outfall inspections as the cause for the Required Improvement. The Department requires reasonable assurance that the permittee's SWMP SOP element for the structural control inspections is adequate to ensure compliance with the permit requirements, as reflected by the required submission of the SOP as stated in the C4Y2 AAP *"Within 30 days of receipt of the AAP the permittee shall submit to the Department a revised procedure (SOP for structural control inspections) which shall identify how the permittee will ensure, through the procedure's implementation, the minimum required inspection frequency is accomplished for all Major Stormwater Outfalls in their inventory."* The Department requires the permittee to submit a copy of their current SOP for Part III.A.1 - Structural Controls and

Stormwater Collection Systems Operation; however, we are willing to postpone the requirement for the permittee to revise the SOP until after review has determined if it is sufficient.

**The permittee is required to submit a copy of their current SOP for Part III.A.1 by 4/21/2020.**

Contact me should you have a question.

Regards,  
Steve  
MS4 Coordinator  
850-245-8568

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**From:** Alan Welch <[awelch@pbstownhall.org](mailto:awelch@pbstownhall.org)>  
**Sent:** Friday, April 10, 2020 4:47 PM  
**To:** Cioccia, Stephen <[Stephen.Cioccia@dep.state.fl.us](mailto:Stephen.Cioccia@dep.state.fl.us)>  
**Cc:** Alan Welch <[awelch@pbstownhall.org](mailto:awelch@pbstownhall.org)>; Alan D. Wertepny <[alan.wertepny@mockroos.com](mailto:alan.wertepny@mockroos.com)>; Crane-Amores, Borja <[Borja.CraneAmores@FloridaDEP.gov](mailto:Borja.CraneAmores@FloridaDEP.gov)>  
**Subject:** FW: Palm Beach Shores, Insufficient Response to C4Y2 AAP - Major Outfalls Inspections  
**Importance:** High

Good afternoon Sir,

In response to your request with the assistance of Mock Roos the revised Annual Reports reflecting the typo change have been posted on the website. Please review the response for the typo on the Annual Reports in question with forgetting to place a number 1 in front of the number 2 indicating a total of 12 inspections per year for the Towns 6 outfalls at 100% inspected. The Inspection reports reflect that the inspections meet and or exceed the required inspections per the Towns PIP/SOP in which I have attached for your review. There were no AR and AAP deficiencies that have been filed and a typo response should qualify and satisfy the corrective actions required in the AAP. The required Improvement was to have the town identify the cause of the inspections in which were noted and explain that the town recognizes the importance of the stormwater entire system. This is why the Towns Public Works Department schedules the inspections two times per year once in the month of June and once in the month of December. There were no reporting deficiency during the yrs. 1 & 2 reporting periods only typos on the Annual Reports submitted. AS the Permittee I strongly feel that there is no need at this time to develop corrective actions/SOP amendments to ensure the deficiency does not recur in the future typos are not intended to occur. I am requesting that the response provided fulfills these requirements. Thank you for your consideration have a safe and wonderful day.

Alan Welch  
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**From:** Cioccia, Stephen <[Stephen.Cioccia@dep.state.fl.us](mailto:Stephen.Cioccia@dep.state.fl.us)>  
**Sent:** Monday, March 30, 2020 2:44 PM

**To:** Alan Welch <[awelch@pbstownhall.org](mailto:awelch@pbstownhall.org)>

**Cc:** Alan D. Wertepny <[alan.wertepny@mockroos.com](mailto:alan.wertepny@mockroos.com)>

**Subject:** RE: Palm Beach Shores, Insufficient Response to C4Y2 AAP - Major Outfalls Inspections

**Importance:** High

Good afternoon Mr. Welch,

The attached documents submitted in response to the C4Y2 AAP are insufficient to address the 'Required Improvement' identified in the APP to be submitted by the permittee. The submittal of the inspection reports for the cycle 4 years 1 & 2 (attached) for the Palm Beach Shores Major Outfalls after the reporting periods and the AR and AAP deficiencies have been filed does not relieve the permittee of the corrective actions required in the AAP. The intent of the Required Improvement was to have the permittee identify the cause of the inspection and reporting deficiency during the yrs. 1 & 2 reporting periods and to develop corrective actions/SOP amendments to ensure the deficiency does not recur in the future. The attached response does not fulfill these requirements.

The C4Y2 AAP Required Improvement identified the following actions required of the permittee: *"Within 30 days of receipt of the AAP the permittee shall submit to the Department a revised procedure (SOP for structural control inspections) which shall identify how the permittee will ensure, through the procedure's implementation, the minimum required inspection frequency is accomplished for all Major Stormwater Outfalls in their inventory. The revision shall detail the procedure to be employed to schedule, conduct, compile, track and document the required inspections for the required structural controls in the permittee's inventory."*

**Submittal of the above revised procedure & SOP require by 4/15/2020.**

For the Department to accept the attached Major Outfalls inspection reports as adequate documentation for the required SWMP activity for the cycle 4 years 1 & 2 will require the permittee to submit a revised Annual Report for both cycle 4, years 1 & 2 containing the revised outfall inspection entries (Section VII, Part III.A.1).

The attached Major Outfalls for the yr. 3 reporting period, as attached, satisfies the AAP's Required Improvement to submit these documents.

Contact me should you have a question.

Regards,  
Steve  
MS4 Coordinator  
850-245-8568

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**From:** Alan Welch <[awelch@pbstownhall.org](mailto:awelch@pbstownhall.org)>

**Sent:** Tuesday, March 24, 2020 2:17 PM

**To:** Cioccia, Stephen <[Stephen.Cioccia@dep.state.fl.us](mailto:Stephen.Cioccia@dep.state.fl.us)>; Crane-Amores, Borja <[Borja.CraneAmores@FloridaDEP.gov](mailto:Borja.CraneAmores@FloridaDEP.gov)>


**Cc:** Alan Welch <[awelch@pbstownhall.org](mailto:awelch@pbstownhall.org)>; Alan D. Wertepny <[alan.wertepny@mockroos.com](mailto:alan.wertepny@mockroos.com)>

**Subject:** Town of Palm Beach Shores Major Outfalls Inspections

Good afternoon,

Please review the requested documents concerning the Town of Palm Beach Shores 6 Major Outfalls Inspections meeting and or exceeding the requirements for the MS4 Inventory Category for Cycle 4 Year 1 Annual Report Section VII. Part III.A.1. My apologies for there is a misunderstanding of how the information was submitted for that category on the Annual Reports. The Town Inspects all of the 6 major outfalls 2 times a year for a total of 12 inspections in a single year cycle sometimes more frequent depending on the storm conditions. The inspections are scheduled in the month of June and another in the month of December in the same year as the Inspection Sheets reflect. The 6 major Outfalls are a vital part of the Towns Structural Controls and Stormwater Collection Systems Operation due to no other means available to the Towns demographic area of deflecting or storing the stormwater run off from the streets and the surrounding properties at this present time. I want to thank you in advance for your understanding with the delay to submit the requested documentation. If additional information is required please contact me. Thank you again for your consideration of accepting the delayed documentation. Have a safe and wonderful day.

Alan Welch  
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## **Major Stormwater Outfalls – Structural Control Inspection Standard Operational/Maintenance/Documentation Protocol**

There are 6 major stormwater outfalls (MSWOs) that are part of our MS4. A MSWO is defined as:

- an outfall pipe larger than 36-inch inside diameter (or its equivalent), OR
- discharge from a single conveyance other than a pipe that serves a drainage area of 50 acres or more, OR
- an outfall pipe larger than 12-inches inside diameter (or its equivalent) that serves a drainage area containing industrial land uses, OR
- discharge from a single conveyance other than a pipe that serves a drainage area of 2 acres or more than include industrial land uses.

The MSOWs within our MS4 are located on the following map.

### **Inspections:**

MSWOs are inspected annually, or more frequently if historic operations indicate that it's needed for a particular MSWO. Inspections are conducted in accordance with the following Structural Control Inspection Form.

The anticipated inspection schedule follows.

Twice A Year all six of the major stormwater outfalls:

1. Once in June.
2. Once in December.

### **Maintenance:**

There are several maintenance activities that may be associated with MSWOs. The appropriate activity is chosen to correspond to the reported condition. The following activities may be required:

1. Remove trash and debris and dispose of properly.
2. Remove accumulated vegetative matter and dispose of properly.
3. Remove accumulated sediment and dispose of properly.
4. Maintain earthen bank adjacent to the discharge pipe or headwall.

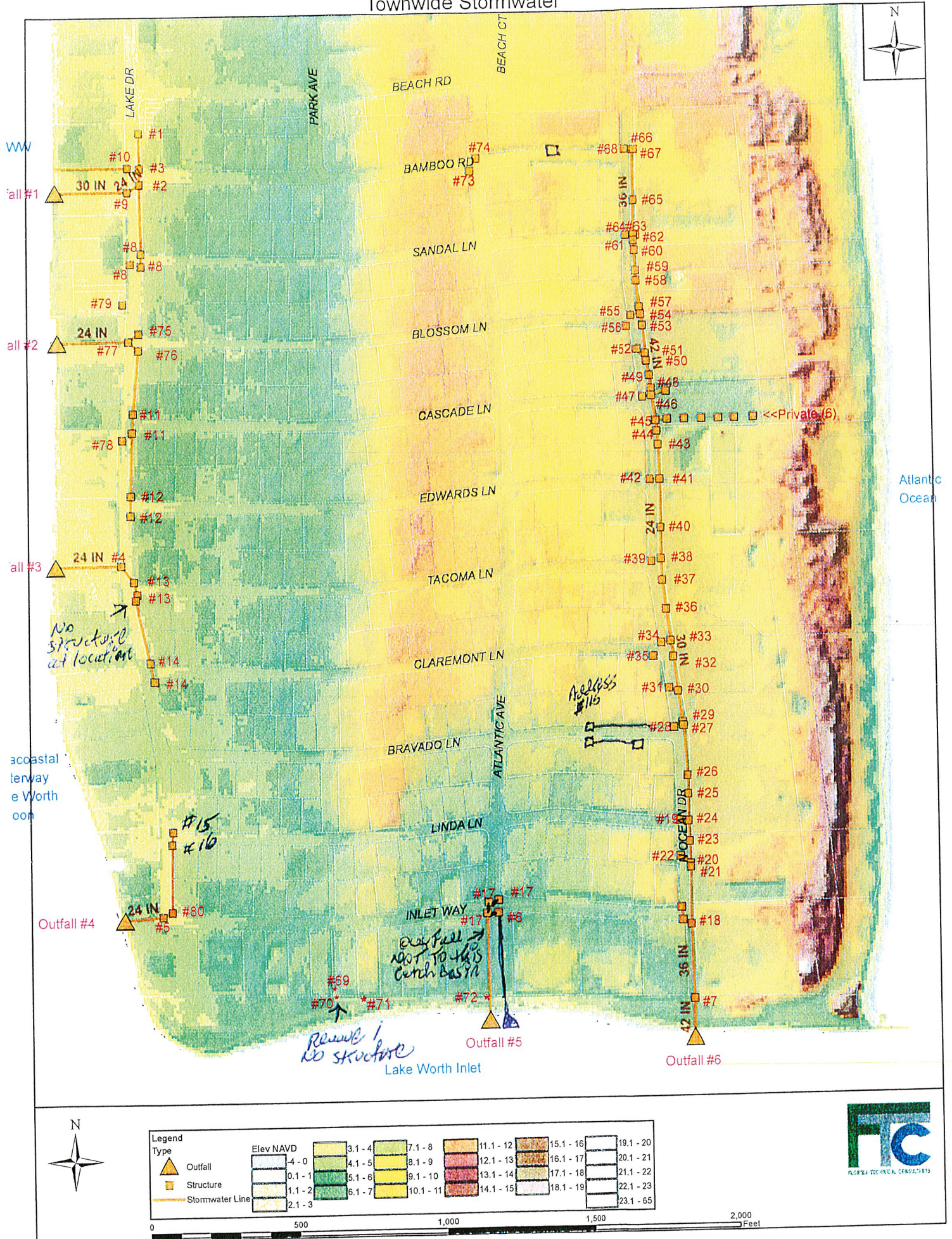
5. Maintain the headwall at the outfall, if applicable.
6. Repair/replace pipe if needed.

**Documentation:**

The documentation for the inspection and maintenance activities related to the 6 major stormwater outfalls is a paper file copies of inspection forms and/or maintenance work orders. In addition, all documents are scanned and stored on a desktop file. All documents are accessible in the Public Works Department.



# Town of Palm Beach Shores Townwide Stormwater





## Major Stormwater Outfalls – Structural Control Inspection

Facility ID: \_\_\_\_\_

Date: \_\_\_\_\_

### FUNCTION:

Debris or sediment accumulation in pipe?	YES	NO
Barnacle accumulation in pipe?	YES	NO
Sediment accumulation in receiving water.	YES	NO
Pipe in need of repair/replacement?	YES	NO

If YES, report to supervisor for further investigation or schedule for maintenance.

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### GENERAL:

Any indications of illicit discharge or illegal dumping? YES NO

If YES, describe and report to supervisor for proper response: \_\_\_\_\_

Signs of erosion on bank near outfall? YES NO

Rip-rap in need of maintenance? YES NO

Headwall in need of repair/replacement? YES NO

If YES, schedule for maintenance.

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