



FLORIDA DEPARTMENT OF Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, FL 32399-2400

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Noah Valenstein
Secretary

Phase I Municipal Separate Storm Sewer System (MS4) NPDES Stormwater Audit Report

I. BACKGROUND INFORMATION

MS4 Permit Name: Palm Beach County
Permittee: Village of Royal Palm Beach
Permit Number: FLS000018 (Cycle 4)
Annual Report Year: Year 2
Reporting Period: 10/2017 – 9/2018
Audit Date/Time: June 12, 2019 1:00 pm - 5:00 pm

Inspector(s):

Name	Title	Phone/ Email
Stephen Cioccia	Environmental Specialist	850-245-8568 Stephen.Cioccia@floridadep.gov

Permittee Representative(s) Maintenance Yard Site Visit & Records Audit:

Name	Title	Phone
Paul L. Webster	Director of Public Works	561-790-5122 pwebster@royalpalmbeach.com
Carol Saunders	Administrative Assistant	561-790-5122 csaunders@royalpalmbeach.com
David Cowan	Mock-Roos	561-683-3113 David.Cowan@mockroos.com
Alan Wertepny	MS4 Coordinator, Mock-Roos	561-683-3113 Alan.Wertepny@mockroos.com

II. GENERAL COMMENTS

The unsatisfactory elements are the failure of the permittee to conduct and retain the required documentation of the construction site inspections for the active Private construction sites and the failure of the permittee to achieve the required annual training for construction site inspectors and plan reviewers (Part III.A.9.c: Construction Site Runoff - Site Operator Training) during this reporting period.

The purpose of the MS4 audit was discussed. The annual report submitted for year 2 was reviewed. The upcoming Year 3 Annual Report submittal requirements were discussed. During the audit, a records review was conducted to verify the Cycle 4 Year 1 Annual Report and confirm the status of the permittee’s implementation of the Stormwater Management Program (SWMP) elements specified in Part III.A of the MS4 permit. The review required the permittee to make available all documentation/ records specified in Section VII, Column D of its Cycle 4 Year 1 Annual Report.

A group meeting for all co-permittees was held at the Northern Palm Beach County Improvement District’s Offices from 10 – 11 am on 6/11/2019. The meeting addressed annual reporting requirements, common

challenges/remedies and the Assessment Program

III. SWMP IMPLEMENTATION REVIEW

- A. **Ordinances/Codes Providing Adequate Legal Authority:** Ordinances reviewed
 N/A (Ordinance have been previously reviewed)

B. **Records/Procedures Documenting Implementation of the SWMP per the Annual Report**

1) **Major MS4 Outfalls Map & Inventory (per Section II and V of the AR):**

- N/A Satisfactory Unsatisfactory, explain why:

The permittee submitted a revised major outfalls map and inventory post-audit, after completing verification of MS4 major outfalls.

2) **Records/Procedures Verification (per Section VII of the AR):**

Assessment Program

- Satisfactory Unsatisfactory Not Applicable

Not discussed during audit.

Fiscal Analysis

Not discussed during audit.

TMDL Prioritization

- Satisfactory Unsatisfactory Not Applicable

Not discussed during audit.

Part III.A.1: Structural Controls and Stormwater Collection Systems Operation

- Satisfactory Unsatisfactory Not Applicable

General Comments: The permittee's structural inventory is well defined and all required inspection frequencies were achieved. Mowing/litter removal is performed by general maintenance. If issues are found (erosion, mosquito breeding, undercutting, accumulated sediment, loss of recovery), they are reported to field operations superintendent. Superintendent fills out checklist.

SOP Review: The permittee submitted post-audit their revision to this SWMP element SOP on 7/15/2019.

Major Outfall Inventory: The permittee reported one major outfall in their MS4 inventory during the reporting period.

Structural Control Inventory: The permittee's structural inventory is well defined.

Part III.A.2: Areas of New Development and Significant Redevelopment

- Satisfactory Unsatisfactory Not Applicable

New/Redevelopment Projects: Not discussed during audit.

Summary of Codes Review: Review submitted with the Annual reporting activity was adequate.

Part III.A.3: Roadways

Satisfactory Unsatisfactory Not Applicable

General Comments: Not discussed during audit.

SOP Review: The permittee submitted post-audit their revision to this SWMP element SOP on 7/2/2019.

Litter Control / Street Sweeping: Adequate activity as reported in the current Annual Report.

Part III.A.4: Flood Control Projects

Satisfactory Unsatisfactory Not Applicable

Not reviewed during audit.

Part III.A.5: Municipal Waste Treatment, Storage, and Disposal Facilities

Not Covered by an NPDES Stormwater Permit

Satisfactory Unsatisfactory Not Applicable

Waste Storage Facilities: Not reviewed during audit.

Part III.A.6: Pesticides, Herbicides, and Fertilizer Application

Satisfactory Unsatisfactory Not Applicable

General Comments: Annual reporting activity was adequate. The permittee employs both permittee personnel and contractors for the application of pesticides, herbicides and fertilizer.

SOP Review: The permittee submitted post-audit their revision to this SWMP element SOP on 7/15/2019.

Part III.A.7.a: Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures

Satisfactory Unsatisfactory Not Applicable

Not reviewed during audit.

Part III.A.7.c: Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal

Satisfactory Unsatisfactory Not Applicable

General Comments: Staff are observant for illicit discharges/improper disposal when conducting daily field activities. The permittee's proactive inspections are concentrated on identified priority areas/facilities within the MS4.

SOP Review: The permittee submitted post-audit their revision to this SWMP element SOP on 7/15/2019.

Proactive Inspections: Pro-active inspections are conducted for evidence of illicit discharges/improper disposal. A standardized inspection form is used. For general areas that have been designated to have a reasonable potential of containing illicit discharges/connections/dumping, a drive-around procedure is followed. The

trained inspector(s) patrols the prioritized area searching for indications of illicit discharges/connections/dumping.

Reactive Inspections: Not reviewed during audit.

Enforcement: The permittee's SOP contains a process for implementing enforcement actions.

Training: The permittee provided confirmation of attendance of inspectors during the required annual training (via attendance log) and provided examples of the training materials. It was discussed that any staff performing inspections should have training. Permittee personnel are trained through Mock-Roos training events/videos.

Part III.A.7.d: Illicit Discharges and Improper Disposal — Spill Prevention and Response

Satisfactory Unsatisfactory Not Applicable

Spills: Adequate activity conducted during reporting period. SOP states Fire Department responds to spills.

SOP Review: The permittee submitted post-audit their revision to this SWMP element SOP on 7/2/2019.

Training: The permittee conducted the required annual training.

Part III.A.7.e: Illicit Discharges and Improper Disposal — Public Reporting

Satisfactory Unsatisfactory Not Applicable

Website/Phone: Not reviewed during audit.

Public Education: Not reviewed during audit.

Part III.A.7.f: Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control

Satisfactory Unsatisfactory Not Applicable

Solid Waste department: Not reviewed during audit.

SOP Review: The permittee submitted post-audit their revision to this SWMP element SOP on 7/2/2019.

Public Education: Not reviewed during audit.

Part III.A.7.g: Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage

Satisfactory Unsatisfactory Not Applicable

General Comments: Permittee has attempted to obtain information from the sanitary system owner (P.B. County) re: activities to reduce I/I & SSOs, have not been able to obtain details on I/I & SSOs from the sanitary system owner.

**Part III.A.8.a: Industrial and High-Risk Runoff —
Identification of Priorities and Procedures for Inspections**

Satisfactory Unsatisfactory Not Applicable

High risk facilities: The permittee indicated in the AR there are zero HRF facilities within the MS4 system’s area during this reporting period. Discussed with the permittee the option to designate local sources/activities with a high potential to discharge to the MS4 or problematic activities as ‘Facilities determined as high risk by the permittee’.

**Part III.A.8.b: Industrial and High-Risk Runoff —
Monitoring for High Risk Industries**

Satisfactory Unsatisfactory Not Applicable

Monitoring: Not reviewed during audit.

**Part III.A.9.a: Construction Site Runoff —
Site Planning and Non-Structural and Structural Best Management Practices**

Satisfactory Unsatisfactory Not Applicable

General Comments: The permittee’s MS4 service area is predominately built-out, only minor re-development activities occur.

SOP Review: The permittee submitted post-audit their revision to this SWMP element SOP on 7/15/2019.

Site Plan Review: The permittee indicated there were no construction site plan reviews conducted during the reporting period.

CGP/ERP Permit Notification/Confirmation Process: Staff provide brochures for ERP/CGP requirements as part of the application packages. Notification/confirmation process is active and adequate for the review of site plan applicants for CGP/ERP MS4 permit requirements for construction activity applicants.

**Part III.A.9.b: Construction Site Runoff —
Inspection and Enforcement**

Satisfactory Unsatisfactory Not Applicable

SOP Review: The permittee submitted post-audit their revision to this SWMP element SOP on 7/15/2019.

General Comments: Construction site inspections for E&SC BMPs are conducted under the responsibility of the Engineering Dept. All construction sites are considered priority if they have the potential to discharge into water bodies or our MS4.

Private construction sites: The unsatisfactory element is the failure of the permittee to conduct and retain the required documentation of the construction site inspections for the active Private construction sites during this reporting period. The permittee indicated there were 11 Private construction site projects active during the reporting period. However, the permittee could not present the documentation for any of the private E&SC inspections conducted. The requirement for the permittee to ensure that E&SC inspections are being performed and documented throughout the life of each construction project was discussed, along with the permit’s inspection frequency minimum requirement. The permittee reviewed their records post-audit for the active Private construction site projects and submitted a revised annual report on 7/8/2019. The revised AR indicated zero inspections were conducted for the 11 Private construction site projects active during the reporting period.

Required Improvement:

Within 30 days of receipt of the audit report, the permittee shall submit to the Department a corrective action plan to ensure the permittee shall conduct and retain the required documentation of the construction site inspections conducted for all active construction site(s) during the reporting period. A process revision(s) within the SOP shall be developed and implemented which shall ensure generation and retention of the required documentation for all construction site inspections conducted during future reporting periods.

**Part III.A.9.c: Construction Site Runoff —
Site Operator Training**

Satisfactory Unsatisfactory Not Applicable

Inspector E&SC Training: Confirmed documentation of E&SC certification for all active construction BMP inspectors.

The unsatisfactory element is the failure of the permittee to achieve annual training for their construction site E&S BMPs inspectors and plan reviewers. This does not meet the permit requirement for providing annual refresher training for the permittee’s construction site E&S BMPs inspectors and plan reviewers: *“Refresher training shall be provided annually.”* The permittee provided mitigating circumstances for the missing annual refresher training in the AR ‘Comment’.

Enforcement: Instances of non-compliance will be handled with successively more rigorous enforcement measures. The permittee’s enforcement actions include the issuance of NOV, imposition of Stop Work Order and fines. Enforcement process is described in the permittee’s SOP.

Required Improvement: Within 30 days of receipt of the AAP, the permittee shall submit to the Department an updated procedure (SOP for Construction Site Inspectors and Operators Training) which shall identify how the permittee will ensure, through the procedure’s implementation, the required annual training is achieved for their construction site E&S BMPs inspectors and plan reviewers during each reporting year. The revision shall detail the procedure to be employed to schedule, conduct, and document the required annual training. For future annual reporting, the permittee shall ensure the required annual refresher training is conducted for the permittee’s construction site E&S BMPs inspectors and plan reviewers during each reporting year.