

COMMISSION

Lesley “Les” Miller, Jr., *Chair*
Victor D. Crist, *Vice Chair*
Ken Hagan
Al Higginbotham
Pat Kemp
Sandra L. Murman
Stacy White



Executive Director

Janet L. Dougherty

General Counsel

Richard Tschantz

Meeting time
9:00 a.m.

COMMISSION AGENDA
August 16, 2018

Location
601 E. Kennedy Blvd., Tampa
County Center, 2nd Floor

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, and INVOCATION**
- 2. CHANGES TO THE AGENDA**
- 3. REMOVAL OF CONSENT ITEM FOR QUESTION, COMMENT, or SEPARATE VOTE**
- 4. RECOGNITIONS**
 - *"No Trash in Drains, Keep Your Water Clean" project by Girl Scout Rachel Roberts*
 - *Presentation to Dr. Kim Haag and Dr. Aaron Brown of The Tampa Bay Regional Planning Council 26th Annual Future of the Region Awards – Natural Environment Award for EPC’s “Improving Compensatory Mitigation in the Tampa Bay Watershed” Study*
 - *Retirement of Linda Petruzzi, EPC Legal and Administrative Services Division*
 - *Retirement of Michael Dix, EPC Air Management Division*
 - *Retirement of Michael McDaniel, EPC Waste Management Division*
- 5. PUBLIC COMMENT** - *Each speaker is allowed 3 minutes unless the Commission directs differently.*
- 6. APPROVAL OF CONSENT AGENDA**

AGENDA ITEMS

A. CONSENT AGENDA

1. Approval of EPC Meeting Minutes – May 17, 2018.....	2
2. Monthly Activity Report.....	6
3. FY2018 Pollution Recovery Fund Budget	8
4. Legal Case Summary	10
5. Select Performance Measure Goals Quarterly Update	14
6. Action Plans Quarterly Update.....	16

B. PUBLIC HEARING

None

C. REGULAR AGENDA

1. 3-Year Microsoft License Agreement Renewal	24
2. Red Tide Update	27
3. Executive Director’s Report	

ADJOURN

Any person who might wish to appeal any decision made by the EPC regarding any matter considered at the forthcoming public hearing or meeting is hereby advised that they will need a record of the proceedings, and for such purpose they may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based.



ENVIRONMENTAL PROTECTION COMMISSION

AGENDA ITEM COVER SHEET

Agenda Item # A1

Date of EPC Meeting: August 16, 2018

Subject: Approval of May 17, 2018 EPC meeting minutes

Agenda Section: Consent Agenda

Division: Legal and Administrative Services Division

Recommendation: Approve the May 17, 2018 EPC meeting minutes.

Brief Summary: Staff requests the Commission approve the meeting minutes from the Commission meeting held on May 17, 2018.

Financial Impact: No Financial Impact

List of Attachments: Draft copy of the May 17, 2018 EPC meeting minutes.

Background: None.

MAY 17, 2018 - ENVIRONMENTAL PROTECTION COMMISSION

The Environmental Protection Commission (EPC), Hillsborough County, Florida, met in Regular Meeting scheduled for Thursday, May 17, 2018, at 9:00 a.m., in the Boardroom, Frederick B. Karl County Center, Tampa, Florida.

The following members were present: Chairman Lesley Miller Jr. and Commissioners Victor Crist (arrived at 9:02 a.m.), Ken Hagan, Al Higginbotham, Pat Kemp, Sandra Murman (arrived at 9:12 a.m.), and Stacy White.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND INVOCATION

▶ Chairman Miller called the meeting to order at 9:01 a.m. Commissioner White led in the pledge of allegiance to the flag.

2. CHANGES TO THE AGENDA

▶ Ms. Janet Dougherty, EPC Executive Director, reported the changes. ▶ Chairman Miller sought a motion to accept the changes to the agenda. **Commissioner Crist so moved, seconded by Commissioner Kemp, and carried six to zero.** (Commissioner Murman had not arrived.)

3. REMOVAL OF CONSENT ITEMS FOR QUESTION, COMMENT, OR SEPARATE VOTE - ▶ None.

4. RECOGNITION

Retirement of Ms. Brenda Cattanach, EPC Waste Management Division.

▶ Ms. Dougherty introduced the item. Mr. Hooshang Boostani, Director, EPC Waste Management Division, recognized Ms. Cattanach, who made remarks. EPC Board members gave comments.

5. PUBLIC COMMENT - ▶ None.

6. APPROVAL OF CONSENT AGENDA

▶ Chairman Miller requested a motion to approve the Consent Agenda. **Commissioner Murman so moved, seconded by Commissioner Kemp, and carried seven to zero.**

AGENDA ITEMS

A. CONSENT AGENDA

THURSDAY, MAY 17, 2018

1. Approval of EPC Meeting Minutes - March 22, 2018
2. Monthly Activity Report
3. Fiscal Year 2018 Pollution Recovery Fund Budget
4. Legal Case Summary
5. Action Plans Quarterly Update
6. Select Performance Measure Goals Quarterly Update

B. PUBLIC HEARING - None.

C. REGULAR AGENDA

1. EPC Pay Range Adjustment to Match Current Civil Service Pay Range

▶ Attorney Rick Muratti, EPC Legal Department, relayed the item. ▶
Commissioner Murman moved approval, seconded by Commissioner Kemp, and carried seven to zero.

2. Volkswagen Litigation and Federal Settlement Update

▶ EPC General Counsel Richard Tschantz shared the update and asked for consent to move forward. EPC Board members had no objections. Mr. Jeffrey Sims, EPC, provided additional information.

- 2b. Air Quality Update - Information Report Only

▶ Ms. Alain Watson, EPC, reviewed a presentation. Commissioner Kemp inquired on what actions had improved air quality and on the impact of vehicles and coal on air pollution.

3. Executive Director's Report

▶ Ms. Dougherty shared a presentation and conveyed a Tampa Bay Times' Tampa Bay's Top 100 Workplaces plaque. Chairman Miller gave comments.

THURSDAY, MAY 17, 2018

ADJOURN

▶ There being no further business, the meeting was adjourned at 9:33 a.m.

READ AND APPROVED: _____

CHAIRMAN

ATTEST:

PAT FRANK, CLERK

By: _____

Deputy Clerk

lm

DRAFT



ENVIRONMENTAL PROTECTION COMMISSION

AGENDA ITEM COVER SHEET

Agenda Item # A2

Date of EPC Meeting: August 16, 2018

Subject: Agency Monthly Activity Report

Agenda Section: Consent Agenda

Division: All five EPC Divisions

Recommendation: None. Informational report.

Brief Summary: The Agency-wide report represents the total number of select divisional activities that were tracked within a specific month.

Financial Impact: No financial impact.

List of Attachments: Monthly report for May, June and July 2018

Background: Select data that is associated with the EPC's five core functions is tracked by each Division (i.e. outreach events, monitoring, compliance inspections, permits issued, etc.) Monthly activity tracking reports from each Division are tallied to generate one final Agency-wide report.

EPC STAFF ACTIVITIES - AGENCY-WIDE
Monthly Activity Report
FY18

		<u>May</u>	<u>June</u>	<u>July</u>	FISCAL YEAR TO DATE
A.	Core Function: Citizen Support & Outreach				
1	Environmental Complaints Received	159	132	118	1282
2	Number of Presentations/Outreach Events	17	5	3	125
3	Citizen Support (walk-ins, file reviews, email/letter correspondence, etc.)	416	405	416	4034
B.	Core Function: Air & Water Monitoring				
1	Air Monitoring Data Completeness (Note: reflects previous month due to data acquisition delay)	96.9%	95.5%	94.9%	N/A
2	Water Quality Monitoring Data Completeness (Note: reflects previous month due to data acquisition delay)	100.0%	100.0%	99.5%	N/A
3	Number of Noise Monitoring Events	4	1	3	25
C.	Core Function: Environmental Permitting				
1	Permit/Authorization Applications Received	150	157	130	1495
2	Applications In-house >180 days	1	7	5	N/A
3	Permits/Authorizations Issued	167	175	178	1517
4	Petroleum Cleanup Cases	138	123	93	875
D.	Core Function: Compliance Assurance				
1	Compliance Inspections	467	470	332	3826
2	Compliance Test Reviews (NOTE: Wetlands reviews included under D.1)	132	86	116	1248
3	Compliance Assistance Letters Issued	252	167	132	2554
4	Warning Notices Issued	22	10	8	103
E.	Core Function: Enforcement				
1	New Cases Initiated	3	3	6	45
2	Active Cases	25	26	27	N/A
3	Tracking Cases	56	55	51	N/A



ENVIRONMENTAL PROTECTION COMMISSION

AGENDA ITEM COVER SHEET

Agenda Item # A3

Date of EPC Meeting: August 16, 2018

Subject: Pollution Recovery Fund Budget

Agenda Section: Consent Agenda

Division: Legal and Administrative Services Division

Recommendation: Informational Report Only

Brief Summary: The EPC staff provides a monthly summary of the funds allocated and available in the Pollution Recovery Fund.

Financial Impact: No Financial Impact

List of Attachments: PRF Budget Spreadsheet

Background: The EPC staff provides a monthly summary of the funds allocated and available in the Pollution Recovery Fund (PRF). The PRF funds are generated by monetary judgments and civil settlements collected by the EPC staff. The funds are then allocated by the Commission for restoration, education, monitoring, the Artificial Reef Program, and other approved uses.

**ENVIRONMENTAL PROTECTION COMMISSION
OF HILLSBOROUGH COUNTY
FY 18 POLLUTION RECOVERY FUND
10/1/2017 through 7/31/2018**

REVENUE		EXPENDITURES		RESERVES		NET PRF
Beginning Balance	\$ 711,583	Artificial Reef	\$ 33,339	Minimum Balance	\$ 120,000	
Interest	\$ 3,837	Open Projects	\$ 446,363	Est. FY 19 Budget	\$ 33,339	
Deposits	\$ 124,372			Asbestos Removal	\$ 5,000	
Total	\$ 839,792	Total	\$ 479,702	Total	\$ 158,339	\$ 201,751

PROJECT	Project Amount	Project Balance
FY 16 Projects		
TBW McKay Bay South Oyster Reef 10131.102063.582990.5370.1267	\$ 48,010	\$ 23,841
USF Fecal Pollution in Tampa Bay 10131.102063.581990.5370.1271	\$ 50,000	\$ 14,425
	\$ 98,010	\$ 38,266
FY 17 Projects		
Sun City Ctr Audubon Nature Trail Prop 10131.102063.582990.5370.1279	\$ 20,000	\$ 4,050
H.C. Conservation Bahia Bch Invasive 10131.102063.581990.5370.1280	\$ 31,500	\$ 31,500
FL Aquarium Watershed Invest 10131.102063.582990.5370.1282	\$ 55,477	\$ 55,477
	\$ 106,977	\$ 91,027
FY18 Projects		
Ecosphere Restoration Ignacio Haya Park 10131.102063.582990.5370.1292	\$ 47,000	\$ 32,365
Audubon Florida Invasive Removal 10131.102063.582990.5370.1293	\$ 50,000	\$ 50,000
Keep T.B. Beautiful Trash Free Waters 10131.102063.582990.5370.1296	\$ 20,000	\$ 20,000
TBW MacDill AFB Living Shoreline 10131.102063.582990.5370.1294	\$ 49,324	\$ 49,324
UF Small Farms For Clean Water 10131.102063.581990.5370.1295	\$ 15,750	\$ 15,750
	\$ 182,074	\$ 167,440



ENVIRONMENTAL PROTECTION COMMISSION

AGENDA ITEM COVER SHEET

Agenda Item # A4

Date of EPC Meeting: August 16, 2018

Subject: Legal Case Summary update

Agenda Section: Consent Agenda

Division: Legal and Administrative Services Division

Recommendation: None. Informational update only.

Brief Summary: The EPC Legal Department provides an updated summary of its ongoing civil, appellate and administrative matters.

Financial Impact: No financial impact anticipated. Informational update.

List of Attachments: Legal Case Summary

Background: In an effort to provide the Commission with timely information regarding legal challenges, the EPC staff provides this summary. The update serves not only to inform the Commission of current litigation but may also be used as a tool to check for any conflicts they may have in the event a legal matter is discussed by the Commission. The summary provides general details as to the status of the civil and administrative cases.

EPC LEGAL DEPARTMENT
SUMMARY REPORT OF LEGAL CASES
August 16, 2018

I. ADMINISTRATIVE CASES

Seagate Development Group, LLC vs. EPC [18-EPC-010]: On July 31, 2018, Appellant Seagate Development Group, LLC filed a request for an extension of time to file an appeal challenging the EPC's denial of a proposed wetland impact (Review #65673). The extension was granted and the Appellant has until October 30, 2018 to file an appeal in this matter.

Christopher Abdnour vs. City of Tampa and EPC [18-EPC-009]: On July 2, 2018, Appellant Christopher Abdnour filed a request for an extension of time to file an appeal challenging the EPC issuance of Minor Work Permit #65508 for maintenance dredging. The request was granted in part and the Appellant had until July 23, 2018 to file an appeal in this matter. No appeal was filed and the case will be closed.

Joseph Bedami vs. EPC [18-EPC-008]: On June 2, 2018, Appellant Joseph Bedami filed a request for an extension of time to file an appeal challenging the EPC's issuance of a formal determination approving a wetland survey. The extension was granted and the Appellant has until August 10, 2018 to file an appeal in this matter.

The Village at Crosstown LLC vs. EPC [18-EPC-007]: On May 25, 2018, Appellant The Village at Crosstown LLC filed a request for an extension of time to file a notice of appeal to challenge an EPC wetland impact authorization (Review #63004) for a mixed use development. The extension was granted and the Appellant has until August 28, 2018 to file an appeal in this matter.

Stanley Sigismund and Carole Sigismund vs. Steven Heller and EPC [18-EPC-004]: On April 19, 2018, Appellants Stanley and Carole Sigismund filed a Notice of Appeal challenging the issuance of a modification to a Minor Work Permit [Review #63512(r1)] for a dock. The matter has been transferred to a Hearing Officer to conduct an administrative hearing, as needed.

Fred Weimer vs. Cherie Roberts and EPC [18-EPC-003]: On March 23, 2018, Appellant Fred Weimer filed a Notice of Appeal to challenge the issuance of Minor Work Permit #65099(R1) for construction of a dock. The Appeal was dismissed with leave to amend and the Appellant had until April 23, 2018 to file an amended appeal. On April 23, 2018 the EPC received the amended appeal. The matter was transferred to a Hearing Officer to conduct an administrative hearing, as needed. On May 24, 2018, the Appellant withdrew his appeal and the Hearing Officer relinquished jurisdiction back to the EPC. The case has been closed.

Ronald Buchbaum vs. Leo Caruso and EPC [17-EPC-011]: On December 5, 2017, Appellant Ronald Buchbaum filed a Notice of Appeal to challenge the issuance of Minor Work Permit #61541 (R1) for construction of a boatlift. The matter has been transferred a Hearing Officer to conduct an administrative hearing, as needed.

J.E. McLean, III and RaceTrac Petroleum, Inc. [12-EPC-014]: On October 24, 2012, the Appellants, RaceTrac Petroleum, Inc. and the property owner filed a request for an extension of time to file an Appeal challenging the Executive Director's denial for wetland impacts on the corner of Lumsden and Kings Avenue. The extension was granted and the Appellants filed an appeal in this matter on December 7, 2012. A Hearing Officer has been assigned and conducted a case management conference. This matter was placed in abeyance as the parties discussed options. A conceptual wetland impact approval letter was sent to the applicant on December 8, 2015 after a modification to the application was submitted. The Appellants have not filed a dismissal as they are waiting for final approval of the proposed project by Hillsborough County.

II. CIVIL CASES

Petrol Mart, Inc. [LEPC07-018]: On December 29, 2017 EPC filed a motion to reopen Civil Court Case #07-CA-012545 for the purpose of filing a motion for the appointment of a Receiver for the Defendant Petrol Mart, Inc. On January 26, 2018, the EPC filed a Motion for Appointment of a Receiver. On February 16, 2018 a Notice

of Action in the matter was issued by the Clerk of Court for service of process by publication. The Court appointed a Receiver for the dissolved judgement debtor on April 17, 2018. The Receiver and the EPC are researching options to address the environmental conditions at the subject property. The plan is for the property to be conveyed to the city of Plant City who will conduct any assessment and remediation.

David A. Stumbo [17-EPC-013]: On October 19, 2017, the EPC authorized staff to take appropriate legal action against David A. Stumbo for failure to close unmaintained underground storage tanks. Daniel A. Stumbo owns real property located at 1102 East Laura Street, Plant City. The property includes four underground storage tanks of unknown capacity or type and which are currently in violation of the underground storage tank rules adopted in Chapter 1-12, Rules of the EPC. The EPC Legal Department filed a civil lawsuit and is attempting to serve the Defendant.

Mouhammed Z. Al-Samkari [17-EPC-012]: On October 19, 2017, the EPC authorized staff to take appropriate legal action against Mouhammed Z. Al-Samkari. Mr. Al-Samkari owns real property and operates a gasoline station known as Hope Food Store located at 4002 North 22nd Street in Tampa. The underground petroleum storage tank system is currently in violation of the storage tank rules adopted in Chapter 1-12, Rules of the EPC. The EPC Legal Department is preparing a civil lawsuit.

Volkswagen AG, et al. [16-EPC-002]: On March 24, 2016, the EPC filed a complaint against Volkswagen AG, et al. for activities that violate the EPC Enabling Act and the rules promulgated thereunder. On April 16, 2018, the EPC's complaint was dismissed. The EPC will appeal the order granting the motion to dismiss.

Janet Layer [15-EPC-009]: In December of 2015 the EPC Commission authorized staff to take appropriate legal action against Ms. Janet Layer for failure to comply with various wastewater regulations regarding her operation of the domestic wastewater treatment plant and disposal system at Little Manatee Isles Mobile Home Park in Ruskin. The EPC and the estate of Ms. Layer are pursuing settlement of the matter.

U.S. Bankruptcy Court in re Jerry A. Lewis Adversary Proceeding [15-EPC-007]: An Adversary Proceeding pertaining to the ongoing Chapter 13 Bankruptcy Case regarding Jerry A. Lewis (see EPC Case No. LEPC09-011) was entered on October 9, 2013, in the U.S. Bankruptcy Court Middle District of Florida. EPC is defendant in the matter and will seek to protect a monetary judgment awarded to us by the Circuit Court.

Thomas Jennings and Lorene Hall-Jennings [14-EPC-011]: On October 7, 2014, the EPC was served with a Declaratory Action challenging the validity of a conservation easement conveyed to the EPC on September 16, 1997. The EPC Legal Department has responded to the lawsuit with an Answer and Affirmative Defenses on October 27, 2014 and the case will move forward as appropriate. On October 12, 2015 the Plaintiff filed a Motion for Judgment on the Pleadings. The EPC responded to the Motion on October 21, 2015. The parties conducted a hearing on the Motion on November 14, 2016. On the January 4, 2017 the Judge denied the Plaintiff's motion and the case will continue. On December 11, 2017 the Plaintiff filed a Motion for Summary Judgment and the EPC responded on January 18, 2018 and the parties are waiting for a hearing to be set.

Boyce E. Slusmeyer [LEPC10-019]: On Sept 20, 2001, the EPC staff received authority to take legal action for failure to comply with an Executive Director's Citation and Order to Correct Violation for the failure to initiate a cleanup of a petroleum-contaminated property. The Court entered a Consent Final Judgment on March 13, 2003. The Defendant has failed to perform the appropriate remedial actions for petroleum contamination on the property. The EPC filed a lawsuit on October 7, 2010 seeking injunctive relief and recovery of costs and penalties. The property ownership is currently owned by a family member. The EPC staff were in negotiations with the representative of the property owner regarding eligibility to utilize a state petroleum cleanup program to resolve the case. The eligibility was denied for the site and the EPC will take appropriate action.

U.S. Bankruptcy Court in re Jerry A. Lewis [LEPC09-011]: On May 1, 2009, the U.S. Bankruptcy Court Middle District of Florida filed a Notice of Chapter 13 Bankruptcy Case regarding Jerry A. Lewis. On May 26, 2009, the EPC filed a Proof of Claim with the Court. The EPC's basis for the claim is a recorded judgment lien awarded in Civil Court against Mr. Lewis concerning unauthorized disposal of solid waste. The EPC obtained an award of stipulated penalties from the state court. The site remains out of compliance with applicable EPC solid waste regulations and no liens have been paid. The bankruptcy case is ongoing.

Grace E. Poole and Michael Rissell [LEPC08-015]: Authority to take appropriate legal action against Grace E. Poole and Michael Rissell for failure to properly assess petroleum contamination in accordance with EPC and State regulations was granted on June 19, 2008. The property owner and/or other responsible party are required to initiate a site assessment and submit a Site Assessment Report. They have failed to do the required work and the EPC staff sought and obtained Pollution Recovery Funds to address the potential contamination. The confirmatory sampling were conducted in mid-March. The sampling was completed and it was determined that the site did not require any additional sampling or remediation and the matter has been closed.



ENVIRONMENTAL PROTECTION COMMISSION

AGENDA ITEM COVER SHEET

Agenda Item # A5

Date of EPC Meeting: August 16, 2018

Subject: Select Performance Measure Goals for 2018

Agenda Section: Consent Agenda

Division: Executive Director Report

Recommendation: None – Informational Only

Brief Summary: As part of the EPC staff's strategic planning, the Agency measures key activities and set goals for 2018. These are tabulated and periodically presented to the Board in the consent agenda.

Financial Impact: No Financial Impact.

List of Attachments: Table Titled 2018 Goals

Background: The Agency measures performance for all five of its core functions. These core functions include permitting, compliance assurance, citizen support & outreach, enforcement, and ambient air & water quality monitoring. As part of the Agency's annual evaluation, staff sets goals for select activities and reports them periodically to the Board. This is an integral part of the continuous improvement required by the Agency's strategic planning.

2018 Goals

Core Function	Measure	Pre-Sterling Year (2009)	2015	2016	2017	2018 YTD (2 nd Qtr)	2018 Goal
Permitting	Average Time to Issue an Intent for State Construction Permits	57 days	18 days	17 days	16 days	17 days	Less Than or Equal to 30 days
	Average Time to Issue an Intent for Tampa Port Authority Permits	56 days	45 days	44 days	45 days	54 days	Less Than or Equal to 60 days
	Average Time EPC Permits were In-house	21 days	23 days	22 days	28 days	30 days	Less Than or Equal to 30 days
Compliance	Timely Resolution of Lower Level Non-Compliance Cases	92%	92%	93%	85%	94%	Greater Than or Equal to 90%
Environmental Complaints	Timely Initiation of Investigation	99% in 5 Days	98% in 3 Days	98% in 3 Days	98% in 3 Days	98% in 3 Days	Greater Than or Equal to 90% in 3 Days
Enforcement	Timely Initiation of Enforcement	73%	100%	95%	100%	96%	Greater Than or Equal to 90%



ENVIRONMENTAL PROTECTION COMMISSION

AGENDA ITEM COVER SHEET

Agenda Item # A6

Date of EPC Meeting: August 16, 2018

Subject: 2018 Second Quarter Action Plan Updates

Agenda Section: Consent Agenda

Division: Legal and Administrative Services Division

Recommendation: None – Informational Only

Brief Summary: For the past seven years, EPC staff has developed a series of action plans each year. These measurable action plans address various initiatives which support the Agency's strategic priorities. Four action plans for 2017 were initiated in October 2017, and one has already been completed. The quarterly updates for all open action plans are listed. Also included is the outline for the single action plan initiated for 2018 entitled "Support Scouting".

Financial Impact: No additional funds required at this time. Monies for the individual action plans are paid out of the current budget, or will be brought to the Board and requested separately as needed.

List of Attachments: Quarterly Update for 2017 Action Plans

Background: As part of the Agency's strategic planning process and philosophy of continuous improvement, staff has held periodic strategic planning retreats. These included input from the Board and a broad range of EPC staff. Besides reviewing the priorities and guiding mission statements, staff also prepared a slate of new initiatives to improve the EPC's effectiveness and efficiency. Since the Agency started this formal procedure in 2010, they have completed over sixty of these initiatives.

The action plans were created to reflect the Agency's strategic objectives, and each initiative was described in an individual action plan with measurable goals. The attachment reflects the update as of the end of the second quarter of 2018 on the status of the action plan that remains open from previous years and the three action plans that were initiated in October 2017 and remain open.


During the most recent strategic planning retreat in December 2017 EPC staff proposed one new action plan for 2018. This action plan entitled "Support Scouting" has been initiated and is intended to enhance EPC's community engagement through the establishment of partnerships with Scouting organizations. The goal is to provide Science, Technology, Engineering, and Math (STEM) support through youth educational opportunities such as the hosting of environmental education events for Scouts.

The owners of select action plans may be scheduled to present an overview of their project to the Board at regularly scheduled EPC Board meetings.

Quarterly Update for 2017 Action Plans

Strategic Objective	Action Plans	2018 Year End Goal	Status
Customer Partner Excellence/ Partner & Stakeholder Relationships	Agency Branding	Convene Branding AP committee.	Complete. Committee has been formed and 3 meetings have been held to define objectives and brainstorm branding ideas.
		Define branding objectives and voice of agency. Identify immediate branding opportunities.	Initiated review of Market Analysis Report. Reviewed Standardization of e-mail Signature Block. Evaluating existing and new outreach opportunities. Sign proposal – obtained quote for installation and manufacture. Next step – final design and contact permitting for additional cost. Transfer funds with Mike M. help. Initiated research for the vehicles decals. Review of intranet and internet branding OFIs.
	Implement available branding opportunities.	Standardized Signature Block – approved and deployed to staff with guidelines and instructions in January.	
	Develop written Communications Plan recommendations for Senior Staff.		TBD – Scheduled for completion in 2018.
	Perform and implement Communication Plan strategy.		TBD – Scheduled for completion in 2018.
	Evaluate effectiveness of implemented Communication Plan.		TBD – Scheduled for completion in 2018.
	Action Plan Closeout.		TBD – Scheduled for completion in 2018.

Quarterly Update for 2017 Action Plans

Strategic Objective	Action Plans	2018 Year End Goal	Status
 <p>Employee Training & Leadership Development</p>	<p>2.1 Management Training</p>	<p>Construct a formal training program for all supervisors and managers.</p>	<p>Focus groups conducted. Will meet with committee in early February to evaluate information received in focus groups, prioritize information, and begin drafting process.</p>
		<p>Discuss Purpose of Action Plan Brainstorm as Group</p>	<p>Completed</p>
		<p>Conduct a total of four focus groups</p>	<p>Completed</p>
		<p>Evaluate data received from LEAN analysis and focus group. Set core components of training program based on feedback and assign section leader/assistant.</p>	<p>Completed</p>
		<p>Create Draft Training Plans.</p>	<p>Completed</p>
		<p>Review draft training programs from each team. Meet if necessary to discuss with specific teams. Compile complete draft program.</p>	<p>TBD. The goal is to have the draft plans reviewed by the end of August 2018.</p>
		<p>Present draft to Senior Staff / Modify if necessary.</p>	<p>TBD. The goal is to present the draft plans to Senior Staff by the end of September 2018.</p>
		<p>Present completed plan to manager/supervisor group and begin program.</p>	<p>TBD. The goal is to present the training plan to the manager/supervisor group, discuss deployment, monitor progress and ensure group stays on track for completion October 2018.</p>
		<p>Action Plan Closeout</p>	<p>TBD. The goal is for the action plan to be completed by the end of September 2019.</p>

Strategic Priority/Objective: 1.1 Environmental Protection Excellence/Resource Protection		Related Priorities/Objectives: 3.1 Customer Partner Excellence/ Customer Service	
Action Plan Name: EPC Voluntary Assessment Team (VAT)		Resources Needed: Staff time to include one representative from each of the four operational divisions and agency staff from to perform multi-media inspections.	
Action Plan Owner: Gerry Javier Advisor: Andy Schipfer		Estimated Cost to the Agency: No additional impact beyond staff time.	
Goal: Offer compliance assistance at a multi-media level.			
To Be Completed by (Date): December 2018		Estimated Staff Hours Needed: 300 hours	
Success to be measured by:		Benefits to the Natural Resources/Agency: Improve the compliance of businesses assessed and offering an additional service to the community; and provide additional exposure to staff on the concept of compliance assistance.	
Specific Actions	By Who	When	How Accomplished
1. Form a multi-divisional/agency-wide committee and hold first meeting.	Gerry Javier and Andy Schipfer	January 2018	Seek input from each Division Director on potential committee members. Hold first committee meeting.
2. Identify trade groups/associations that have members who could benefit from a multi-media compliance assistance visit.	Committee	February 2018	Committee representatives meet with their respective divisions to identify groups/associations whose members could benefit from a multi-media site visit.

Specific Actions	By Who	When	How Accomplished
3. Contact trade groups/associations identified to representatives of prospective groups/associations to explain the benefits of a multi-media compliance assistance visit.	Committee	April 2018	Committee members seek input to develop a list of trade groups and associations from their respective divisions.
4. Contact individual businesses identified by EPC staff that would be a prospective candidate for a multi-media compliance assistance visit.	Committee	May 2018	Committee members seek input from staff.
5. Post information through EPC website and agency brochure sent out with annual Business Tax renewal notices.	Committee and SQG Program	July 2018	Work with website committee to develop message for website and with agency public relations strategist to update agency brochure.
6. Schedule compliance assistance visits with appropriate agency staff for companies who request a VAT site visit.	Committee and agency staff		Committee members will arrange for appropriate staff from their respective divisions to be part of a VAT.
7. Survey businesses that have participated in a VAT visit to gauge benefits of the site visit.	Committee		Committee members will develop electronic survey.
8. Action Plan Closeout.	Owner's Name	End of Year	Fill out Year End Action Plan Evaluation form, archive Lessons Learned. Continuing projects: Integrate Processes, Roles, Policies and SOPs into Operations. Acknowledge and congratulate team through face-to-face and/or EPC-all email.

Quarterly Update for 2015 Action Plans

Strategic Objective	Action Plans	2016 Year End Goal	Status
2.1 Successful / Engaged Workforce / Employee Training	Career Development Program	Finalize list of career development opportunities. Obtain approval. (Step 5)-In progress	<p>The Professional Growth Achievement Plan (PGAP) was presented to senior staff on 7/9/18. A training session for managers will be held Tuesday, 7/10/18 at 10 am in 2 north and on Thursday 7/12/18 at 10 am for staff. The PGAP has been sent out to staff via email link along with instructions, and a completed example. In addition, a link to Sahand & Mike's 2.1 Training action plan was sent out for staff to utilize the discipline training modules if they would like to explore the technical track and use the PGAP top assist with organization. The link on the intranet has been posted for staff to access the electronic version of the form.</p> <p>Next steps as of 7/10/18: Create electronic email for staff to submit training requests and establish the tracking sheet for training requests. Host 2 more training sessions, perform survey monkey to poll use of form. Work on establishing training database.</p>
<div style="text-align: center;"> <h3>Career Development Model</h3> <p>The diagram is a circular model divided into four quadrants, each with a corresponding title and list of sub-points:</p> <ul style="list-style-type: none"> CREATE YOUR FUTURE (Orange): Personal Career Branding, Job Search Documents, Social & Online Networking, Applications & Interviews, Work Experience. KNOW YOUR VALUE (Green): Values, Interests, Strengths, Personality, Ambitions. PLAN YOUR ACTIONS (Blue): Decision Making, Goal Setting, Prioritizing Tasks, Action Planning, Reality Testing. EXPLORE YOUR OPTIONS (Purple): Industry Trends, Occupational Research, Educational Paths, Work Environments, Career Options. <p>At the center is the CPC logo with the website www.CareerProCanada.ca.</p> </div>			
<p style="text-align: center;"><i>*Career Development Action plan has evolved to incorporate steps from the <u>2016 Training Action plan</u>. Progress for Career Development Action plan is temporarily on hold until the 2016 training action plan has been completed as it is a subcomponent to Career Development A.P.</i></p>			
Action Plan Closeout.		*Steps 6 & 7 remain before the Action plan can be closed out.	

Strategic Priority/Objective: 1.0 Environmental Excellence/ 1.3 Environmental Stewardship & Outreach		Related Priorities/Objectives: 3.0 Customer/Partner Excellence/ 3.2 Partner & Stakeholder Relationships	
Action Plan Name: Support Scouting		Resources Needed: Agency staff time, Agency resources, Funding for event promotional/recognition materials.	
Action Plan Owners: Valerie Coton and Michelle Jenkins Advisor: Janet Dougherty		Estimated Cost to the Agency: \$2,500.00 Supplies for experiments: \$500.00 Promotional Items for Event: \$2,000.00	
Goal: Partner with Scouts of America to provide Science, Technology, Engineering, and Math (STEM) support through youth educational opportunities/mentorship programs. Promote environmental stewardship.			
To Be Completed by : March 2019		Estimated Staff Hours Needed: Moderate to High	
Success to be measured by: Establish partnership relationship between EPC and Scouting organizations; Coordinate and/or host at least two educational environmental events for Scouts.		Benefits to the Natural Resources/Agency: Inspire and educate young citizens (future stakeholders) on environmental conservation, sustainability, and resource protection. Promotion of community engagement and Agency awareness.	
Specific Actions	By Who	When	How Accomplished
1. Establish Relationship with Girl Scouts (GS) and Boy Scouts (BS) of America.	Michelle & Valerie	March 2018	Identify liaisons with GS & BS Councils. Contact Councils to discuss resources available at EPC for use in programs. Demonstrate how to access outreach information on EPC webpage. Evaluate adding EPC as a resource on Scouting websites.

Specific Actions	By Who	When	How Accomplished
2. Facilitate additional partnerships for scouting events as feasible, including external related organizations (e.g. ELAPP).	Michelle & Valerie	On-going	As additional potential partner organizations are identified, facilitate connections and share opportunities.
3. Coordinate and/or host at least 2 educational environmental experiences with the Scouts. Assemble committee or event staff as needed.	Michelle, Valerie & committee	On-going	Review BS and GS Scout badge requirements for event consideration. As events are established, seek appropriate representatives/ staff from designated Divisions to participate. Meet and coordinate with outside partnership agencies as necessary.
4. Invite Scout contact(s) to tour EPC to learn more about our agency and partnership potential.	Michelle, Valerie & committee	May 2018	Coordinate with appropriate Scout contacts on dates. Work with staff to facilitate tour and set program outline and activities.
5. Develop draft activity/program for Advisor approval. Distribute information to Division reps/ or designated staff for program participation.	Michelle, Valerie & committee	July 2018	Draft a list of potential activities/programs for consideration. Evaluate staff resources and availability with needs or requests from Scouts.
6. Evaluate feasibility and partnership potential for future educational environmental experiences with the Scouts.	Michelle & Valerie	September 2018	Outline future Scout events/experiences for partnership consideration.
7. Execute Program(s).	Michelle, Valerie & committee	December 2018	Purchase materials / supplies, purchase event specific items as necessary. Secure space/location and staff to perform program.
8. Evaluate Program(s).	Michelle, Valerie & committee	January 2019	Convene committee/staff to discuss lessons learned. Develop recommendations for potential future program adjustment based on feedback.
9. Action Plan Closeout.	Michelle & Valerie	March 2019	Fill out Year End Action Plan Evaluation form. Archive lessons learned for integration into future projects. Acknowledge and congratulate team through face-to-face and/or EPC-all email.



ENVIRONMENTAL PROTECTION COMMISSION

AGENDA ITEM COVER SHEET

Agenda Item # C1

Date of EPC Meeting: August 16, 2018

Subject: Approval of 3-Year Microsoft License Renewal Agreement

Agenda Section: Regular Agenda

Division: Legal and Administrative Services Division

Recommendation: Approve the purchase of the 3-Year Microsoft License Agreement and authorize the EPC Chairperson to execute the Agreement.

Brief Summary: Agency-wide Microsoft License Agreement expires August 31, 2018. A new Agreement is required for the agency to continue the use of Microsoft Office.

Financial Impact: Funds for purchase (\$149,182.71) are within existing budgets. No additional funds required.

List of Attachments: 3-Year Microsoft License Quote #15718330.

Background: The Agency's current Microsoft License Agreement was scheduled to expire on July 31, 2018 but was extended by Microsoft to August 31, 2018. In order to continue legal operation of the EPC's Microsoft Office licenses, a new 3-Year Microsoft License Agreement is required. The new 3-Year agreement will cover the timeframe from August 1, 2018 through July 31, 2021.

Pursuant to EPC policy, Agreement execution and purchase authorization is to be authorized by the Commission since the amount exceeds \$100,000 (total cost (\$149,182.71)). This agreement was anticipated and funds were allocated by the BOCC within the FY18 budget. The Microsoft License agreement allows the agency to use Microsoft products such as Word, Excel, PowerPoint, and Outlook. Staff request the Commission authorize the EPC Chairperson to execute the Microsoft Agreement.



Pricing Proposal
 Quotation #: 15718330
 Created On: Jul-30-2018
 Valid Until: Aug-31-2018

Hillsborough County

Inside Account Manager

Elaine DeLeeuw

Phone:
 Fax:
 Email: Deleeuw@epchc.org

Sean Carlin

290 Davidson Avenue
 Somerset, NJ 08873
 Phone: 800-543-0432
 Fax: 732-868-6055
 Email: Sean_Carlin@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 CoreCALBridgeO365 ALNG SubsVL MVL PerUsr Microsoft - Part#: AAA-12414 Contract Name: Licensing Solutions Providers (LSP) of Microsoft Software and Services Contract #: 43230000-15-02 Coverage Term: Aug-01-2018 – Jul-31-2021 Note: payment for 3 years upfront	160	\$55.08	\$8,812.80
2 O365E3 ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: AAA-10842 Contract Name: Licensing Solutions Providers (LSP) of Microsoft Software and Services Contract #: 43230000-15-02 Coverage Term: Aug-01-2018 – Jul-31-2021 Note: payment for 3 years upfront	150	\$609.48	\$91,422.00
3 WinE3perUser ALNG SubsVL MVL PerUsr Microsoft - Part#: AAA-10787 Contract Name: Licensing Solutions Providers (LSP) of Microsoft Software and Services Contract #: 43230000-15-02 Coverage Term: Aug-01-2018 – Jul-31-2021 Note: payment for 3 years upfront	160	\$182.52	\$29,203.20
4 O365ATPGCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: KF5-00002 Contract Name: Licensing Solutions Providers (LSP) of Microsoft Software and Services Contract #: 43230000-15-02 Coverage Term: Aug-01-2018 – Jul-31-2021 Note: payment for 3 years upfront	160	\$55.80	\$8,928.00
5 SfBSvr ALNG SA MVL Microsoft - Part#: 5HU-00216 Contract Name: Licensing Solutions Providers (LSP) of Microsoft Software and Services Contract #: 43230000-15-02 Coverage Term: Aug-01-2018 – Jul-31-2021 Note: payment for 3 years upfront	1	\$1,757.07	\$1,757.07

6	SQLSvrStdCore ALNG SA MVL 2Lic CoreLic Microsoft - Part#: 7NQ-00292 Contract Name: Licensing Solutions Providers (LSP) of Microsoft Software and Services Contract #: 43230000-15-02 Coverage Term: Aug-01-2018 – Jul-31-2021 Note: payment for 3 years upfront	4	\$1,727.61	\$6,910.44
7	AzureMntryCmmtmntG ShrdSvr ALNG SubsVL MVL Commit Provision Microsoft - Part#: J5U-00004 Contract Name: Licensing Solutions Providers (LSP) of Microsoft Software and Services Contract #: 43230000-15-02 Coverage Term: Aug-01-2018 – Jul-31-2021 Note: payment for 3 years upfront	1	\$0.00	\$0.00
8	O365E1 ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: T6A-00024 Contract Name: Licensing Solutions Providers (LSP) of Microsoft Software and Services Contract #: 43230000-15-02 Coverage Term: Aug-01-2018 – Jul-31-2021 Note: payment for 3 years upfront	10	\$214.92	\$2,149.20
			Total	\$149,182.71

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.



ENVIRONMENTAL PROTECTION COMMISSION

AGENDA ITEM COVER SHEET

Agenda Item #C2

Date of EPC Meeting: August 16, 2018

Subject: Red Tide Update

Agenda Section: Regular Agenda

Division: Water Management Division

Recommendation: Informational Report

Brief Summary: Staff will provide a brief overview of the current status of Red Tide on the West Coast of Florida and Potential Impacts on Tampa Bay and waters of Hillsborough County.

Financial Impact: No Financial Impacts

List of Attachments: None

Background: Scientists and residents along Florida's Southwest coastline are carefully monitoring the development of a large red tide event stretching from Collier County to the Tampa Bay area. Staff will provide a brief overview of the current status of Red Tide on the West Coast of Florida and Potential Impacts on Tampa Bay and waters of Hillsborough County.