

**COMMISSION**

Pat Kemp, *Chair*  
Lesley “Les” Miller, Jr., *Vice Chair*  
Ken Hagan  
Sandra L. Murman  
Kimberly Overman  
Mariella Smith  
Stacy White



**Executive Director**

Janet L. Dougherty

**General Counsel**

Richard Tschantz

**Meeting time**

9:00 a.m.

**COMMISSION AGENDA**

**January 17, 2019**

**Location**

601 E. Kennedy Blvd., Tampa  
County Center, 2<sup>nd</sup> 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**
  - *Retirement of Dewitt Bruce, EPC Waste Management Division*
  - *World Wetlands Day Proclamation*
- 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 – November 15, 2018 .....	2
2. Monthly Activity Report.....	6
3. FY2019 Pollution Recovery Fund Budget .....	8
4. Legal Case Summary .....	10
5. Action Plans Quarterly Update .....	14
6. Select Performance Measure Goals Quarterly Update .....	20

**B. PUBLIC HEARING**

None

**C. REGULAR AGENDA**

1. 2019 EPC Strategic Plan.....	22
2. National Sustainability Summit Update.....	23
3. Red Tide Update .....	25
4. 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.

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# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item # A1

**Date of EPC Meeting:** January 17, 2019

**Subject:** Approval of November 15, 2018 EPC meeting minutes

**Agenda Section:** Consent Agenda

**Division:** Legal and Administrative Services Division

**Recommendation:** Approve the November 15, 2018 EPC meeting minutes.

**Brief Summary:** Staff requests the Commission approve the meeting minutes from the Commission meeting held on November 15, 2018.

**Financial Impact:** No Financial Impact

**List of Attachments:** Draft copy of the November 15, 2018 EPC meeting minutes.

**Background:** None.

NOVEMBER 15, 2018 - ENVIRONMENTAL PROTECTION COMMISSION

The Environmental Protection Commission (EPC), Hillsborough County, Florida, met in Regular Meeting, scheduled for Thursday, November 15, 2018, at 9:00 a.m., in the Boardroom, Frederick B. Karl County Center, Tampa, Florida.

The following members were present: Vice Chairman Victor Crist and Commissioners Al Higginbotham, Pat Kemp, Sandra Murman, and Stacy White.

The following members were absent: Chairman Lesley Miller Jr. and Commissioner Ken Hagan

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

▶ Vice Chairman Crist called the meeting to order at 9:10 a.m. Commissioner White led in the pledge of allegiance to the flag and gave the invocation.

2. CHANGES TO THE AGENDA

▶ Ms. Janet Dougherty, EPC Executive Director, stated there were no changes to the agenda.

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

4. PUBLIC COMMENT - ▶ None.

5. APPROVAL OF CONSENT AGENDA

AGENDA ITEMS

A. CONSENT AGENDA

1. Approval of EPC Meeting Minutes - September 27, 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

▶ Vice Chairman Crist called for a motion to approve the Consent Agenda.

▶ **Commissioner Murman moved approval, seconded by Commissioner Kemp, and carried five to zero.** (Chairman Miller and Commissioner Hagan were absent.)

THURSDAY, NOVEMBER 15, 2018

B. PUBLIC HEARING - ▶ None.

C. REGULAR AGENDA

1. EPC Petroleum Program Audit Reports and EPC Brownfields and Old Landfill Redevelopment Program Updates

▶ Ms. Dougherty introduced Mr. Hooshang Boostani, EPC, who began a presentation. After Commissioners Kemp and Murman made appreciative remarks, ▶ Ms. Allison Amram, EPC, concluded the presentation. ▶ Commissioner Kemp inquired about the EPC's role in the redevelopment program and site financing/identification. Commissioner Murman noted the significance of Brownfield redevelopment.

2. Annual Performance Evaluation of the Executive Director

▶ Ms. Dougherty introduced Attorney Rick Muratti, EPC Legal Department, who presented the item. Upon passing the gavel to Acting Chairman Murman, ▶ Vice Chairman Crist moved to accept the evaluation, seconded by Commissioner Kemp. (The motion was subsequently withdrawn.) ▶ Commissioner White moved to amend that the EPC include a four percent pay raise for Ms. Dougherty as well. (The motion was subsequently withdrawn.) After discussion, **▶ Vice Chairman Crist moved the EPC accept the report and provide a four percent increase in salary as a reward for an outstanding job well done, seconded by Commissioner Kemp.** Following remarks, **▶ the motion carried five to zero.** (Chairman Miller and Commissioner Hagan were absent.)

3. Executive Director's Report

▶ Ms. Dougherty deferred to Mr. Thomas Ash, EPC, who provided a red tide update. ▶ Ms. Dougherty gave a presentation and thanked Commissioner Higginbotham for his service and wetlands protection efforts. Commissioners Higginbotham and Kemp made remarks. ▶ Vice Chairman Crist thanked EPC staff for their commitment.

D. RECOGNITIONS

1. Farewell Ceremony sponsored by Hillsborough County and the EPC for Commissioners Al Higginbotham and Victor Crist with reception to follow after adjournment.

THURSDAY, NOVEMBER 15, 2018

▶ Commissioner Murman began the ceremony and gave a presentation detailing Vice Chairman Crist's years of service. ▶ Commissioner White concluded the presentation and showed a video. ▶ Commissioner Murman stated the New Tampa Cultural Center theater space would be named after Vice Chairman Crist. ▶ Commissioners Kemp, White, and Higginbotham continued praise. County Attorney Christine Beck celebrated Vice Chairman Crist's advocacy. ▶ County Administrator Mike Merrill conferred a gift.

▶ Ms. Dougherty introduced Dr. Richard Garrity, former EPC Director, who praised Vice Chairman Crist. ▶ Ms. Dougherty presented gifts.

The following individuals lauded Vice Chairman Crist: ▶ Pastor Donald Grantham, University of South Florida Area Civic Association; Attorney Michael Stephens and Ms. Janet Scherberger, Hillsborough County Aviation Authority; ▶ Ms. Sarah Combs, University Area Community Development District; Ms. Nora Paine, New Tampa Players; ▶ Mr. Sean Sullivan and Ms. Wren Krahl, Tampa Bay Regional Planning Council; Mr. Charles Levin, Florida Museum of Photographic Arts Incorporated; ▶ Reverend Steve Kauffman and Mses. Charlotte Lerch, Hillsborough Organization for Progress and Equality Incorporated, and Emmy Fleeting.

▶ Vice Chairman Crist made closing remarks.

ADJOURN

▶ There being no further business, the meeting was adjourned at 11:11 a.m.

READ AND APPROVED: \_\_\_\_\_  
CHAIRMAN

ATTEST:  
PAT FRANK, CLERK

By: \_\_\_\_\_  
Deputy Clerk

ag



# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item # A2

**Date of EPC Meeting:** January 17, 2019

**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 reports for November and December FY19

**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**

**FY19**

		<u>November</u>	<u>December</u>	<u>FISCAL YEAR TO DATE</u>
<b>A.</b>	<b><u>Core Function: Citizen Support &amp; Outreach</u></b>			
1	Environmental Complaints Received	96	84	316
2	Number of Presentations/Outreach Events	6	2	18
3	Citizen Support (walk-ins, file reviews, email/letter correspondence, etc.)	441	451	1355
<b>B.</b>	<b><u>Core Function: Air &amp; Water Monitoring</u></b>			
1	Air Monitoring Data Completeness (Note: reflects previous month due to data acquisition delay)	94.8%	95.1%	N/A
2	Water Quality Monitoring Data Completeness (Note: reflects previous month due to data acquisition delay)	99.9%	99.9%	N/A
3	Number of Noise Monitoring Events	1	1	8
<b>C.</b>	<b><u>Core Function: Environmental Permitting</u></b>			
1	Permit/Authorization Applications Received	126	117	409
2	Applications In-house >180 days	7	6	N/A
3	Permits/Authorizations Issued	132	111	379
4	Petroleum Cleanup Cases	141	99	377
<b>D.</b>	<b><u>Core Function: Compliance Assurance</u></b>			
1	Compliance Inspections	282	169	776
2	Compliance Test Reviews (NOTE: Wetlands reviews included under D.1)	74	103	282
3	Compliance Assistance Letters Issued	217	1203	1686
4	Warning Notices Issued	8	12	31
<b>E.</b>	<b><u>Core Function: Enforcement</u></b>			
1	New Cases Initiated	4	3	12
2	Active Cases	33	34	N/A
3	Tracking Cases	48	48	N/A



# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item # A3

**Date of EPC Meeting:** January 17, 2019

**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 19 POLLUTION RECOVERY FUND  
10/1/2018 through 12/31/2018**

REVENUE		EXPENDITURES		RESERVES		NET PRF
Beginning Balance	\$ 752,608	Artificial Reef	\$ 33,339	Minimum Balance	\$ 120,000	
Interest	\$ 3,194	Open Projects	\$ 273,801	Est. FY 20 Budget	\$ 33,339	
Deposits	\$ 20,090			Asbestos Removal	\$ 5,000	
Total	\$ 775,892	Total	\$ 307,140	Total	\$ 158,339	

PROJECT		Project Amount	Project Balance
<b>FY 16 Projects</b>			
TBW McKay Bay South Oyster Reef	10131.102063.582990.5370.1267	\$ 48,010	\$ 9,894
USF Fecal Pollution in Tampa Bay	10131.102063.581990.5370.1271	\$ 50,000	\$ 6,269
		\$ 98,010	\$ 16,163
<b>FY 17 Projects</b>			
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	\$ 7,948
		\$ 106,977	\$ 43,498
<b>FY18 Projects</b>			
Ecosphere Restoration Ignacio Haya Park	10131.102063.582990.5370.1292	\$ 47,000	\$ 19,883
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	\$ 154,957



# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item # A4

**Date of EPC Meeting:** January 17, 2019

**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**  
January 17, 2019

**I. ADMINISTRATIVE CASES**

**Christina Hendry vs. Robert Greene and EPC** [18-EPC-030]: On December 17, 2018 Appellant Hendry filed a request for an extension of time to file an appeal to challenge EPC's issuance of MWP #66069 allowing construction of a dock and covered boatlift. The request was deemed untimely and the Appellant had until January 2, 2019 to file a response to show why the request should be considered timely. On January 7, 2019, the EPC granted an extension of time to file an appeal on or before January 23, 2019, based on the Appellant's explanation as to why the request should not be deemed untimely.

**Starlite MHP, LLC vs. EPC** [18-EPC-029]: On November 26, 2018 Petitioner Starlite MHP, LLC filed a request for an extension of time to file an appeal to challenge EPC's issuance of Permit Denial for Permit #FLA012163-008-DW3P/NRL. The extension was granted and the Petitioner has until January 18, 2019 to file a petition in this matter.

**Yvonne Robinson vs. Joseph Simmons and Holly Simmons and EPC** [18-EPC-028]: On November 19, 2018 Appellant Robinson filed a Notice of Appeal to challenging the EPC's issuance of MWP #66764. The Appeal deemed insufficient and dismissed with leave to amend. The Appellant had until December 19, 2018 to file an amended appeal. No amended appeal was filed and the case has been closed.

**Darren Wilson vs. Meridian River Development Corp. and EPC** [18-EPC-027]: On November 14, 2018, Appellant Wilson filed a request for an extension of time to file an appeal to challenge the EPC's issuance of MWP 65947 for construction of retaining walls and rip-rap. The extension was granted and the Appellant had until December 11, 2018 to file an appeal in this matter. On December 3, 2018 the Appellant withdrew his request for an extension and the case has been closed.

**Mosaic Fertilizer, LLC Variance Request** [18-EPC-012]: On September 6, 2018, Mosaic Fertilizer, LLC filed a request for a variance to allow them to establish a wetland conservation easement in an alternate location. EPC filed a request for additional information.

**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.

**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.

**C. Thayer, J. Levine, et al vs. Egypt Lake Property Owners Association, Inc. and EPC**, [18-EPC-015 through 18-EPC-026]: Twelve appeals were filed challenging the issuance of a Miscellaneous Activities in Wetlands/Other Surface Waters Permit to treat portions of Egypt Lake for exotic/nuisance aquatic plants. The appeals are insufficient. The Appellants had until November 20, 2018, to file amended appeals. Of the twelve Appellants, only one, Appellant Thayer, filed a timely amended appeal which was deemed insufficient and all of the twelve cases have been closed.

## 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 22<sup>nd</sup> 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. On September 21, 2018 the EPC Legal Department filed a Civil lawsuit in this matter and no responsive pleading has been filed. The Clerk entered a Default on January 3, 2019 and the action will be set for trial.

**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 appealed 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 settled the matter via a Consent Final Judgment entered on September 5, 2018.

**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. On October 12, 2018 the Court referred the parties to non-binding Arbitration. The Arbitration hearing is set for February 14, 2019.

**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.



## ENVIRONMENTAL PROTECTION COMMISSION

### AGENDA ITEM COVER SHEET

Agenda Item # A5

**Date of EPC Meeting:** January 17, 2019

**Subject:** 2018 Fourth 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 a single action plan was undertaken for 2018 entitled "Support Scouting". The quarterly updates for all open action plans are listed.

**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 2018 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 fourth quarter of 2018 on the status of the action plans that remain open from previous years along with the newest action plan for 2018.


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 2018 Action Plans


Strategic Objective	Action Plans	2018 Year End Goal	Status
<b>Environmental Stewardship &amp; Outreach</b>	<b>1.3 Support Scouting</b>	Establish Relationship with Girl Scouts (GS) and Boy Scouts (BS) of America.	Completed. Identified liaisons with GS & BS Councils to partner with on initiatives.
		Facilitate additional partnerships for scouting events as feasible.	Completed. Discussed potential partnership opportunities with the following organizations: Keep Tampa Bay Beautiful, Florida Aquarium, EPC Wetland Walks, TECO, ELAPP, HC Sustainability Office.
		Coordinate and/or host at least 2 educational environmental experiences with the Scouts. Assemble committee or event staff as needed.	Completed. May Wetland Walk with BS, June GS Stem Camp <i>Make it Green Make it Clean</i> , June GS <i>STEM Camp Field Trip</i> Tour of EPC. Worked with EPC staff to host events.
		Invite Scout contact(s) to tour EPC to learn more about our agency and partnership potential.	Completed. April Tour of EPC by GS Executive Staff.
		Develop draft activity/program for Advisor approval. Distribute information to Division reps/ or designated staff for program participation.	Completed. Activities reviewed with Advisor. Supplemental review and coordination to be completed as additional initiatives or events are identified.
		Evaluate feasibility and partnership potential for future educational environmental experiences with the Scouts.	Ongoing. Working with partnership organization to establish connections for future outreach opportunities with GS & BS (Keep Tampa Bay Beautiful, Florida Aquarium, EPC Wetland Walks, TECO, ELAPP, etc.)
		Evaluate Program, Develop recommendation for Future Activities, Action Plan Closeout.	To Be Completed by Summer 2019.

## Quarterly Update for 2017 Action Plans


Strategic Objective	Action Plans	2018 Year End Goal	Status
<b>Customer Partner Excellence/ Partner &amp; Stakeholder Relationships</b>	<b>1.3 Agency Branding</b>	Establish committee and identify immediate branding opportunities.	Completed. Committee formed and meetings held to define objectives and brainstorm branding ideas. Reviewed Market Analysis Report, and evaluated existing and new outreach opportunities.
			<p>Standardized Signature Block – approved and deployed to staff with guidelines and instructions in January.</p> <p>Sign proposal – obtained quote for installation and manufacture, initiated design, procured funding.</p> <p>Initiated research for the vehicles decals.</p> <p>Reviewed intranet and internet branding OFIs.</p>
		Implement available immediate branding opportunities.	<p>Ordered EPC website vehicle decals (thru Riz Graphix) – replaced on vehicles as fleet provides service.</p> <p>New, round EPC logo road signs (thru NTS) purchased and to be installed shortly. One additional small logo was produced for the building.</p> <p>Tablets updated with formsite survey questionnaire to use at events and field tested at outreach events.</p> <p>Gatefold brochures developed and printed for distribution.</p> <p>Internet forms updated with new logo. Publication link updates continue, most recently Waste fact sheets.</p>
		Set priorities on future action and other available branding opportunities.	<p>Attended two communication courses to assist with emergency communications prospects and for ideas for the Communications Plan.</p> <p>Met with WFLA regarding Outdoor Expo – branding and PSA opportunity. WFLA proposal received. Pending evaluation by committee and advisor - cost vs benefit. Research alternative ideas.</p> <p>Newsletter – develop a team from each division to help research and pool ideas for a quarterly newsletter, with goal to publish a quarterly Ecolink update. Will solicit direction from Senior Staff regarding prioritization of project.</p>
		Develop, implement, and evaluate effectiveness of Communication Plan.	Ongoing.
		Future recommendations and Action Plan Closeout.	Targeted completion by March 2019.



## Quarterly Update for 2017 Action Plans

Strategic Objective	Action Plans	2018 Year End Goal	Status
<b>Customer Partner Excellence/            Customer Service</b>	<b>1.1            Voluntary Assessment Team (VAT)</b>	Establish and convene VAT committee.	Completed. Committee has been formed and 4 meetings have been held.
		Identify organizations that could benefit from multi-media compliance assistance.	<p>Ongoing. Reviewed history of EPC multi-media inspections and associated feedback on benefits.</p> <p>Identified current agency initiatives that support industries to meet and go beyond compliance.</p> <p>Discussed initial assessment of local trade groups or industries that could benefit, including businesses formerly in enforcement or new to Hillsborough County.</p> <p>Established initial direction emphasizing a multi-media approach, but not necessarily a team of inspectors.</p>
	Identify related agency functions or benefits.	<p>Ongoing. Considered reviving of the P2 Program.</p> <p>Recognized opportunity for staff to get cross training in different programs.</p>	
	Contact prospective trade groups and businesses to offer VAT visit.	TBD.	
	Advertise VAT program once completed.	TBD. Intend to utilize EPC website and potentially VAT brochure.	
	Develop and utilize a post inspection survey for relevant feedback to committee.	TBD.	
	Schedule and perform several VAT site visits with interested companies.	TBD.	
	Brief Senior Staff on overview of VAT program, and Action Plan Closeout.	TBD. Anticipated completion by December 2019.	

## Quarterly Update for 2017 Action Plans

Strategic Objective	Action Plans	2018 Year End Goal	Status
 <p><b>Employee Training &amp; Leadership Development</b></p>	<p><b>2.1 Management Training</b></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><b>Completed</b></p>
		<p>Conduct a total of four focus groups</p>	<p><b>Completed</b></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><b>Completed</b></p>
		<p>Create Draft Training Plans.</p>	<p><b>Completed</b></p>
		<p>Review draft training programs from each team. Meet if necessary to discuss with specific teams. Compile complete draft program.</p>	<p>The goal is to have the draft plans reviewed by the end of October 2018.</p>
		<p>Present draft to Senior Staff / Modify if necessary.</p>	<p>The goal is to present the draft plans to Senior Staff by the end of November 2018.</p>
		<p>Present completed plan to manager/supervisor group and begin program.</p>	<p>The goal is to present the training plan to the manager/supervisor group, discuss deployment - Spring 2019.</p>
		<p>Action Plan Closeout and incorporate into overall Agency Staff Development Plan.</p>	<p>The goal is for the action plan to be closed out by Spring 2019.</p>

## Quarterly Update for 2015 Action Plans

Strategic Objective	Action Plans	2016 Year End Goal	Status
<p><b>2.1 Successful / Engaged Workforce / Employee Training</b></p>	<p><b>Career Development Program</b></p> <div data-bbox="185 569 683 617" data-label="Section-Header"> <h3>Career Development Model</h3> </div> <div data-bbox="84 644 782 1094" data-label="Diagram"> <p>The diagram is a circular model divided into four quadrants, each with a corresponding task list:</p> <ul style="list-style-type: none"> <li><b>CREATE YOUR FUTURE (Orange):</b> <ul style="list-style-type: none"> <li>Personal Career Branding</li> <li>Job Search Documents</li> <li>Social &amp; Online Networking</li> <li>Applications &amp; Interviews</li> <li>Work Experience</li> </ul> </li> <li><b>KNOW YOUR VALUE (Green):</b> <ul style="list-style-type: none"> <li>Values</li> <li>Interests</li> <li>Strengths</li> <li>Personality</li> <li>Ambitions</li> </ul> </li> <li><b>PLAN YOUR ACTIONS (Blue):</b> <ul style="list-style-type: none"> <li>Decision Making</li> <li>Goal Setting</li> <li>Prioritizing Tasks</li> <li>Action Planning</li> <li>Reality Testing</li> </ul> </li> <li><b>EXPLORE YOUR OPTIONS (Purple):</b> <ul style="list-style-type: none"> <li>Industry Trends</li> <li>Occupational Research</li> <li>Educational Paths</li> <li>Work Environments</li> <li>Career Options</li> </ul> </li> </ul> <p>At the bottom center of the diagram is the logo for CareerProCanada.ca (CPC).</p> </div>	<p>Finalize list of career development opportunities. Obtain approval. (Step 5)-In progress</p>	<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 &amp; 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>
		<p>Action Plan Closeout.</p>	<p>*Steps 6 &amp; 7 remain before the Action plan can be closed out.</p>

*\*Career Development Action plan has evolved to incorporate steps from the 2016 Training Action plan. 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.*



# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item # A6

**Date of EPC Meeting:** January 17, 2019

**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	2018 Goal
Permitting	Average Time to Issue an Intent for State Construction Permits	57 days	18 days	17 days	16 days	16 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	50 days	Less Than or Equal to 60 days
	Average Time EPC Permits were In-house	21 days	23 days	22 days	28 days	26 days	Less Than or Equal to 30 days
Compliance	Timely Resolution of Lower Level Non-Compliance Cases	92%	92%	93%	85%	95%	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%	93%	Greater Than or Equal to 90%



# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item # C1

**Date of EPC Meeting:** January 17, 2019

**Subject:** Strategic Planning for 2019

**Agenda Section:** Regular Agenda

**Division:** Legal and Administrative Services Division

**Recommendation:** Have Commission provide input to staff on the proposed action plans and performance goals for 2019 and then vote to accept both.

**Brief Summary:** Staff will give a brief informational presentation on this year's strategic planning process and seek input on proposed Action Plans and performance goals for 2019. EPC's Strategic Plan details the planning process and guides the development of new action plans for the coming year. This presentation will summarize the process and offer initiatives for implementation in 2019 to improve EPC's efficiency and services. It will also include some suggested topics for future meetings and solicit Commission input.

**Financial Impact:** No additional funds required at this time.

**List of Attachments:** None.

**Background:** EPC's Strategic Plan calls for the planning cycle for the coming year to begin in November and run through December. During this period, staff meets on numerous occasions to carry out a ten step planning process to develop new initiatives for the next calendar year. Starting with the Mission, Vision and Values; EPC reviews input from their many feedback groups and customer surveys to look for ways to improve how we do business. These ideas for improvement are packaged into action plans and vetted through senior staff before going to the Commission at the January meeting. Once Commission input is received, staff finalizes the action plans and puts together a schedule which is memorialized in the 2019 Strategic Plan.

Staff is seeking a Commission discussion and vote to accept the action plans and the performance goals. There may be some costs associated with the action plans and estimates will be provided. For the most part these costs are minimal and absorbed in the existing budget. Some may require more significant expenditures and those will be included in the regular budget cycle at a later date.



## ENVIRONMENTAL PROTECTION COMMISSION

### AGENDA ITEM COVER SHEET

Agenda Item # C2

**Date of EPC Meeting:** January 17, 2019

**Subject:** National Sustainability Summit April 2019

**Agenda Section:** Regular Agenda

**Division:** Air Management Division

**Recommendation:** Informational Report

**Brief Summary:** A National Sustainability and Extension Energy Summit will be co-hosted in Tampa by the University of Florida National Institute of Food and Agriculture (UF IFAS) and Extension Services on April 16-19, 2019. EPC and Hillsborough County are also co-sponsors of the summit. Members of their sustainability staff will participate in the summit and have played a key role in coordinating summit tours of the area in order to highlight local sustainability efforts and programs that showcase the natural treasures of Hillsborough County.

**Financial Impact:** No Financial Impact

**List of Attachments:** National Sustainability and Extension Energy Summit registration page

**Background:** A National Sustainability and Extension Energy Summit will be co-hosted in Tampa by the University of Florida National Institute of Food and Agriculture (UF IFAS) Extension Services on April 16-19, 2019. EPC and Hillsborough County are also co-sponsors of the summit. Members of their sustainability staff will participate in the summit and have played a key role in coordinating summit tours of the area in order to highlight local sustainability efforts and programs that showcase the natural treasures and resources of Hillsborough County. Hillsborough County staff will present on sustainability initiatives and Environmental Lands Acquisition and Protection Program (ELAPP) preservation during the summit. Also, Extension Services, the Planning Commission and MPO will present on several agricultural and conservation service projects, building resiliency, sustainability in local transportation and planning efforts. Local tours include: Seed-Solar-Suds: Hillsborough Hops to Craft Brews; Manatees, Clean Energy & More: Florida Conservation & Technology Center; Tampa Riverwalk by Water Taxi; It's Electric: Ybor Streetcar and Sparkman Wharf; All Aboard: Tampa International Sustainability Initiatives; Sea-to-Tap & the Energy-Water Nexus; Tampa Bay Water Desalination Facility; and Morning Paddle: Conservation Parks & Nature Preserves.



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# NSS+NEES Tampa 2019

National Sustainability Summit & National Extension Energy Summit

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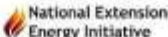


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# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item # C3

**Date of EPC Meeting:** January 17, 2019

**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 Recent Impacts on Tampa Bay and waters of Hillsborough County.

**Financial Impact:** No Financial Impacts

**List of Attachments:** None

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