COMMISSION

Mariella Smith, Chair Pat Kemp, Vice Chair Harry Cohen Ken Hagan Gwendolyn "Gwen" W. Myers Kimberly Overman Stacy White



Executive Director

Janet L. Dougherty

General Counsel Ricardo Muratti

Location

Virtual meeting via communications media technology - details below

9:00 a.m.

- **Meeting time February 18, 2021**
- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, and INVOCATION
- 2. ROLL CALL
- 3. CHANGES TO THE AGENDA
- 4. REMOVAL OF CONSENT ITEM FOR QUESTION, COMMENT, or SEPARATE VOTE
- 5. RECOGNITIONS and PROCLAMATIONS
 - Congratulations to Ojas Kalia winner of the 2020 STEM Fair and the recipient of EPC's Environmental Merit Award.
 - Memorial to Kent Bailey for his dedication to preserving and protecting the environment for all Hillsborough County residents.
- **6. PUBLIC COMMENT** Each speaker is allowed 3 minutes unless the Commission directs differently. If you wish to provide public comment please submit the online <u>public comment form</u> at least 30 minutes prior to the start of the meeting.

7. APPROVAL OF CONSENT AGENDA

Consent Agenda Items

	a. Approval of EPC Meeting Minutes –January 14, 2021	2
	b. Monthly Activity Report FY2021 (January 2021)	
	c. FY2021 Pollution Recovery Fund Budget	
	d. Legal Case Notification	
	e. Request Authorization for Legal Action Regarding Noise Violations	
	f. Action Plans Quarterly Update	
	g. Select Performance Measure Goals Quarterly Update	18
8.	PUBLIC HEARING (None)	
9.	REGULAR AGENDA	
	a. Presentation on the Petroleum Restoration Program	20
	b. Executive Director's Report	

10. DISCUSSION OF FUTURE AGENDA ITEMS

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.

This meeting will be available LIVE as follows: Spectrum - Channel 637, Frontier - Channel 22, Comcast - Channel 22, PC: http://www.hcflgov.net/HTVlive, and iOS: http://65.49.32.149/iosvideo/ios.htm



AGENDA ITEM COVER SHEET

Agenda Item # 7.a.

Date of EPC Meeting: February 18, 2021

Subject: Approval of January 14, 2021 EPC meeting minutes

Agenda Section: Consent Agenda

Division: Administration Division

Recommendation: Approve the January 14, 2021 EPC meeting minutes.

Brief Summary: Staff requests the Commission approve the meeting minutes from the Commission

meeting held on January 14, 2021.

Financial Impact: No Financial Impact

List of Attachments: Draft copy of the January 14, 2021 EPC meeting minutes.

Background: None

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JANUARY 14, 2021 - ENVIRONMENTAL PROTECTION COMMISSION

The Environmental Protection Commission (EPC), Hillsborough County, Florida, met in Regular Meeting scheduled for Thursday, January 14, 2021, at 9:00 a.m., in the Boardroom, Frederick B. Karl County Center, Tampa, Florida and held virtually.

The following members were present: Chair Mariella Smith (via telephone) and Commissioners Harry Cohen, Ken Hagan, Pat Kemp (via telephone) (arrived at 9:14 a.m.), Gwen Myers, Kimberly Overman (via telephone), and Stacy White.

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

Chair Smith called the meeting to order at 9:01 a.m. Commissioner White led in the pledge of allegiance to the flag and gave the invocation. The Deputy Clerk called the roll and noted a quorum was present.

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. RECOGNITIONS

Recognition of EPC Staff who have reached 30 and 35 year milestones of EPC employment: Tony Alhomsi; Chuck Heintz; Kelly Holland; Gerry Javier, Mike Newman, and Andy Schipfer.

Ms. Dougherty recognized EPC staff for years of service milestones. Chair Smith commended the acknowledged staff.

Proclamation for the 50th Anniversary of Worlds Wetlands Day

Ms. Dougherty introduced Ms. Christina Bryant, Mr. Robert Owens, and Ms. Kimberly Tapley, EPC, who provided a presentation. Chair Smith declared February 2, 2021, as Worlds Wetlands Day in the County. Remarks followed.

5. PUBLIC COMMENT - None.

THURSDAY, JANUARY 14, 2021

6. APPROVAL OF CONSENT AGENDA

CONSENT AGENDA ITEMS

- a. Approval of EPC Meeting Minutes October 15, 2020
- b. Monthly Activity Report Fiscal Year (FY) 2021 (October, November, and December)
- c. FY 2021 Pollution Recovery Fund (PRF) Budget
- d. Legal Case Notification

Chair Smith sought a motion to approve the Consent Agenda. Commissioner Cohen so moved, seconded by Commissioner Myers. Upon roll call vote, the motion carried seven to zero.

- 7. PUBLIC HEARING None.
- 8. REGULAR AGENDA
 - a. Request for Approval of PRF Grant Projects

Ms. Dougherty deferred to Mr. Christopher Pratt, EPC, who expounded on a presentation. Expressing enthusiasm for various EPC projects, Commissioner Cohen moved the item. After comments, Commissioner Myers seconded the motion. Dialogue ensued. Upon roll call vote, the motion carried seven to zero.

b. FY 2020 Performance Evaluation of the Executive Director

Ms. Elaine DeLeeuw, EPC, highlighted the item. Chair Smith sought a motion to accept the Executive Director's performance evaluation.

Commissioner Overman moved to approve, seconded by Commissioner Kemp. Upon roll call vote, the motion carried seven to zero.

c. Executive Director's Report

Ms. Dougherty made laudatory comments and presented the report.

9. DISCUSSION OF FUTURE AGENDA ITEMS

Chair Smith announced the next EPC meeting was scheduled for February 18, 2021.

THURSDAY, JANUARY 14, 2021

ADJOURN

ightharpoonup There being no further business, the meeting was adjourned at 9:50 a.m.

	READ	AND	APPROVED:	
				CHAII
ATTEST: CINDY STUART, CLERK				
By:				
Deputy Clerk		2		



AGENDA ITEM COVER SHEET

Agenda Item #7.b.

Date of EPC Meeting: February 18, 2021

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: Agency monthly report for January FY21

Background: Select data that is associated with the EPC's five core functions; outreach, monitoring, compliance and enforcement, is tracked monthly by each Division. These monthly activity reports are then tallied to generate one final Agency-wide report.

EPC STAFF ACTIVITIES - <u>AGENCY-WIDE</u> Monthly Activity Report FY21

see attached 15 1491
see attached
15
15
1491
N/A
N/A
8
660
N/A
610
410
1410
450
541
76
12
N/A
N/A



Citizen Support & Outreach

Environmental Complaints Received for FY2021

Environmental Complaints Received	Jan	FY2021
Agency Total	118	489
Air Division	32	176
General	4	23
Noise	23	120
Open Burning	3	22
Pollution	2	11
Waste Division	17	72
General		1
Solid & Hazardous Waste	14	58
SQG	3	13
Water Division	25	79
General	3	7
Unauthorized Discharge/Disposal	2	13
Wastewater	17	46
Water Pollution/Quality	3	13
Wetlands Division	44	162
Dredge & Fill	10	36
General	2	5
Mangrove Impacts	8	16
Unauthorized Seawall/Dock	1	17
Water Pollution/Quality	5	6
Wetland Clearing	14	65
Wetland Flooding/Drainage	4	17



AGENDA ITEM COVER SHEET

Agenda Item #7.c.

Date of EPC Meeting: February 18, 2021

Subject: Pollution Recovery Fund Budget

Agenda Section: Consent Agenda

Division: Administration 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 21 POLLUTION RECOVERY FUND 10/1/2020 through 1/31/2021

REVENUE			EXPENDITURES		RESERVES			N	ET PRF	
Beginning Balance	\$	766,982	Artificial Reef	\$	33,338	Minimum Balance	\$	120,000		
Interest	\$	518	Open Projects	\$	83,326	Est. FY 22 Budget	\$	33,338		
Deposits	\$	95,849				Asbestos Removal	\$	5,000		
Total	\$	863,349	Total	\$	116,664	Total	\$	158,338	\$	588,347

PROJECT			ect Amount	Proje	Project Balance		
FY18 Projects							
Audubon Florida Invasive Removal	10131.102063.582990.5370.1293	\$	50,000	\$	45,611		
TBW MacDill AFB Living Shoreline	10131.102063.582990.5370.1294	\$	49,324	\$	11,963		
UF Small Farms For Clean Water	10131.102063.581990.5370.1295	\$	15,750	\$	14,269		
		\$	115,074	\$	71,843		



ENVIRONMENTAL PROTECTION COMMISSION AGENDA ITEM COVER SHEET

Agenda Item # 7.d.

Date of EPC Meeting: February 18, 2021

Subject: Legal Case Notification

Agenda Section: Consent Agenda

Division: Legal Department

Recommendation: None. Informational.

Brief Summary: This notification is to assist Commissioners in identifying potential conflicts of interest that may exist and that may require disclosure prior to taking action in a quasi-judicial administrative matter. It is also intended to assist Commissioners in avoiding discussing matters with parties during administrative or civil litigation.

Financial Impact: Standard litigation costs are included in the Legal Department's operating budget, but any individual case may require a future budget amendment.

List of Attachments: None

Background: The EPC Legal Department primarily handles litigation in administrative and civil forums. A list of <u>new</u> litigation cases the EPC is involved in since the previous Commission meeting is provided below.

Administrative appeals (a/k/a administrative hearings, petitions, challenges, or Section 9 Appeals) involve challenges to agency actions such as permit application decisions or administrative enforcement actions (e.g. – citation or consent order). These proceedings are conducted before an appointed hearing officer who enters a recommended order after an evidentiary hearing. After the hearing officer issues the recommendation, the administrative appeal is transferred back to the Commission to render a final order. Acting in this quasi-judicial capacity, the Commission and all parties are subject to ex-parte communication restrictions. After receipt of an appeal or a request for an extension of time to file an appeal, the Commission should avoid discussing those cases. The below list of cases can assist Commissioners in identifying persons or entities that may present a conflict of interest. Certain conflicts may require the Commission to recuse themselves from voting on a final order. Please note, the Legal Department provides notice of sufficient appeals to the Commission via e-mail to assist in the conflict check process and as a reminder to limit communications; therefore, the Commission may have already received prior notification of the administrative case(s) listed below.

If the EPC becomes a party in civil litigation either through an approved Request for Authority to Initiate Litigation or by receipt of a lawsuit, the case will also be listed below. Any attorneys representing opposing party(ies) must communicate through the EPC counsel and should not contact the Commission directly. It also recommended that the Commissioners avoid discussing litigation prior to consulting with EPC counsel.

Please direct any calls or e-mails concerning administrative or civil litigation to the EPC Legal Department.

NEW LITIGATION CASES SINCE LAST EPC COMMISSION MEETING:

EPC Case No.	Date Opened	Case Type	Case Style	Division
21-EPC-001	2021-01-22	Administrative	Joshua Hanna vs. EPC	Wetlands
21-EPC-002	2021-01-22	Administrative	Joshua Hanna vs. Gregory Beach and EPC	Wetlands
21-EPC-003	21-EPC-003 2021-02-05 Administrative		Travis and Sara Watson vs. EPC	Wetlands



AGENDA ITEM COVER SHEET

Agenda Item # 7.e.

Date of EPC Meeting: February 18, 2021

Subject: Request Authorization for Legal Action Regarding Noise Violations

Agenda Section: Consent Agenda

Division: Air Division and Legal Department

Recommendation: Authorize the EPC Executive Director to take appropriate legal action, including but not limited to filing a civil lawsuit, and also authorize the Executive Director to enter into any potential settlement relating to Jezebel LLC d/b/a Boca Hookah Lounge and any other liable entities.

Brief Summary: Jezebel, LLC operates a nightclub named Boca Hookah Lounge that is subject to EPC's noise regulations. Jezebel, LLC and EPC executed a settlement, referred to as a Consent Order, on September 3, 2020 which included certain requirements to abate noise violations and the payment of agreed upon penalties. After many attempts to achieve compliance with the Consent Order, the Jezebel, LLC has failed to comply and continues to operate in violation of the terms of the Consent Order.

Financial Impact Litigation costs can vary depending on the length and complexity of the litigation. This litigation will be handled by EPC counsel and should be paid for within the existing budget, but any individual case may require a future budget amendment.

List of Attachments: None.

Background: Jezebel, LLC owns/operates a commercial nightclub facility named Boca Hookah Lounge (a/k/a Pasion Lounge) located at 4323 Gunn Hwy in Tampa, Hillsborough County, Florida. In August of 2019, EPC staff began to receive complaints from citizens in the nearby residential properties regarding excessive noise emanating from the Jezebel, LLC's activities. On September 29, 2019 and December 15, 2019, EPC staff monitored the equivalent sound pressure levels (Leq), recorded over a 10-minute time period. Collected between 12:17 a.m. and 1:33 a.m. (on September 29, 2019) and between 3:43 a.m. and 5:11 a.m. (on December 15, 2019), the sound levels recorded were in exceedance of the standards set forth in Section 1-10.03, Rules of the EPC. In response to these findings, EPC staff issued Warning Notice No. 2019-0137A on October 9, 2019 and Warning Notice No. 2019-0181A on December 9, 2019. In total, EPC staff received 6 complaints between August 2019 and February 2020. On September 3, 2020, Jezebel, LLC agreed to resolve the violations through a settlement document, called a consent order. Consent Order No. 19-1215JH1, required the Jezebel, LLC to submit, within 30 days, a written plan including an implementation schedule to EPC staff proposing permanent corrective measures to mitigate noise pollution from the club on receiving properties. Additionally, within 15 days of the entering the Consent Order, Jezebel, LLC was required to pay a total of \$2,311.89 in settlement. Since execution of the Consent Order, the corrective measures have not been completed and the payment has not been made.

Therefore, the EPC staff requests that the Commission authorize the EPC Executive Director to take appropriate legal action, including but not limited to filing a civil lawsuit, and also authorize the Executive Director to enter into any potential settlement relating to Jezebel LLC d/b/a Boca Hookah Lounge and any other liable entities (e.g. – strip mall owner, future company in violation at the same location, etc.).



AGENDA ITEM COVER SHEET

Agenda Item #7.f.

Date of EPC Meeting: February 18, 2021

Subject: 2020 Fourth Quarter Action Plan Updates

Agenda Section: Consent Agenda

Division: All EPC Divisions

Recommendation: Informational Report

Brief Summary: For the past nine years, EPC staff has developed a series of action plans each year that help address various initiatives which support the Agency's strategic priorities. The quarterly updates for all open action plans are listed. Two new action plans are being considered for 2021.

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 Commission and requested separately as needed.

List of Attachments: Quarterly Update for Action Plans

Background: As part of the Agency's strategic planning process and philosophy of continuous improvement, staff has held periodic strategic planning sessions. These included input from the Commission and a broad range of EPC staff. Besides reviewing the priorities and guiding mission statements, staff also consider new initiatives to improve the EPC's effectiveness and efficiency. Since the Agency started this formal procedure in 2010, staff has completed over seventy 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 2020 on the status of the action plans that remain open from previous years. Additional prospective topics for future action plans were discussed by EPC staff as part of the most recent strategic planning meeting in December 2020, and two new action plans were recommended at this time. One new action plan is intended to provide enhanced training for select EPC staff, including participation in Yellow Belt efficiency improvement coursework. The second action plan involves an updated review and mapping of the current Agency processes to identify any potential improvements.

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

Owners: Ronald Cope & Gabrielle Nataline

Advisor: Andy Schipfer

Quarterly Update for 2019 Action Plans

Strategic	Action Plan	2019 -2020 Action	Status
Objective		Plan Goals	
Efficient customer service and fluent agency staff	Interdepartmental Familiarization	Set up committee with agency members from different divisions	Complete. Action plan committee members include Michael Gile (Wetlands), Jeff Sims (Air), Nita Osterman (Water), Yamil Dias (MIS), Gabby Nataline and Ron Cope (Waste)
		Conduct Interviews with supervisors and managers to determine most useful cross familiarization methods	Complete. Action plan committee has identified and agreed on methods for cross familiarization based on staff interviews
		Determine innovative ways to encourage staff members' self-education	Complete. Committee has agreed to permanent desktop icon with resources, biweekly interactive intranet activities, quarterly luncheon meetings dedicated to each division, mandatory new hire training organized by direct supervisor.
		Create/distribute survey monkey to allow measurable success of action plan	Completed. Survey results have been received and compiled.
		Set deadlines for supervisors/managers to complete resources-develop standards for mandatory new hire training	Completed. Guidance has been formulated and has been distributed to all Managers and Supervisors.
		Conduct quarterly meetings dedicated to each division	Ongoing. First Division-specific familiarization session was held in November 2020 with approximately 90 attendees. Feedback from staff was positive. Next information session to be held in February of 2021.
		Electronic methods of interdepartmental familiarization	Ongoing. This task is being formulated with members of MIS.
		Distribute second survey monkey	Ongoing. Second survey will be disseminated upon completion of familiarization sessions. This task has been affected/delayed due to the EPC's public health related facility closure and alternative staff work procedures.
		Measure success of action plan	Ongoing: Action Plan success will be evaluated upon completion of the above tasks. This task has been affected/delayed due to the EPC's public health related facility closure and alternative staff work procedures.

Owner: Carlos Carrasquillo / MIS Dept

Advisor: Elaine DeLeeuw

Quarterly Update for 2019 Action Plans

Strategic Objective	Action Plans	2019 Year End Goal	Status
Continuous 5.1 Improvement / Technology Technology Assessment Review and Improvement		Develop and deploy employee survey to assess users current experience with technology at EPC.	April 2020 – MIS staff received technology requests from each division which included all staff needs.
EPC	EPCnet	Conduct key infrastructure assessment (network, VDI, servers, GIS applications etc.)	Completed. Loxia Technologies was brought in for consultation and provided New Network Topology that will be implemented in 2 phases. Phase 1 is completed. Phase 2 is in progress
		Conduct technology needs assessment for each division.	TBD – scheduled for completion Dec 2019
		Cost analysis	Completed. Loxia Technologies provided new Network Topology in 2 phases. Phase 1: \$4,744.00 and Phase 2: \$2,590.00
		Produce technology improvement proposal report	Proposal report received and technology recommendations on server/building needs implemented with Loxia Technologies.
		Implement approved some/all of the proposed technology improvements.	Due to pandemic needs of staff changed to having to work remote. All staff evaluated for remote needs and laptops/surface pros purchased. By April 2020 staff were able to work remote.
		Post -improvement survey (after 6 months of equipment use)	TBD – Scheduled for March 2021
		Action Plan Closeout.	TBD – Scheduled for closeout May 2021



AGENDA ITEM COVER SHEET

Agenda Item #7.g.

Date of EPC Meeting: February 18, 2021

Subject: Select Performance Measure Goals for 2020

Agenda Section: Consent Agenda

Division: Executive Director Report

Recommendation: Informational Report

Brief Summary: As part of the EPC staff's strategic planning, the Agency measures key activities and set goals for 2020. These are tabulated and periodically presented to the Commission in the consent

agenda.

Financial Impact: No Financial Impact

List of Attachments: Table Titled 2020 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 Commission. This is an integral part of the continuous improvement required by the Agency's strategic planning.

2020 Goals

Core Function	Measure	Pre- Sterling Year (2009)	2017	2018	2019	2020	2020 Goal
	Average Time to Issue an Intent for State Construction Permits	57 days	16 days	16 days	19 days	28 days	Less Than or Equal to 30 days
Permitting	Average Time to Issue an Intent for Tampa Port Authority Permits	56 days	45 days	50 days	51 days	56 days	Less Than or Equal to 60 days
	Average Time EPC Permits were In-house	21 days	28 days	26 days	34 days	36 days	Less Than or Equal to 30 days
Compliance	Timely Resolution of Lower Level Non-Compliance Cases	92%	85%	95%	92%	97%	Greater Than or Equal to 90%
Environmental Complaints	Timely Initiation of Investigation	99% in 5 Days	98% in 3 Days	98% in 3 Days	96% in 3 Days	96% in 3 Days	Greater Than or Equal to 90% in 3 Days
Enforcement	Timely Initiation of Enforcement	73%	100%	93%	92%	98%	Greater Than or Equal to 90%

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AGENDA ITEM COVER SHEET

Agenda Item # 9.a.

Date of EPC Meeting: February 18, 2021

Subject: Presentation on the Petroleum Restoration Program

Agenda Section: Regular Agenda

Division: Waste Division

Recommendation: Informational

Brief Summary: Petroleum Cleanup Department informational presentation as requested by

Commissioner Kemp.

Financial Impact: No Financial Impact

List of Attachments: None

Background: This presentation is in response to Commissioner Kemp's request for an informational briefing about the EPC's Petroleum Cleanup Department during the EPC meeting on September 24, 2020.

The EPC's Petroleum Cleanup Department administers the Petroleum Restoration Program under contract with Florida Department of Environmental Protection (FDEP). The goal of the program is to ensure that sites contaminated with petroleum products are cleaned in order to protect our drinking water supplies and return those sites to their full potential value. Under this contract, the county provides technical and fiscal oversight of the site assessment and remediation.