



**PIMA COUNTY COMMUNITY DEVELOPMENT AND  
NEIGHBORHOOD CONSERVATION DEPARTMENT**

Kino Service Center  
2797 East Ajo Way  
Tucson, Arizona 85713  
Phone (520) 243-6777 • Fax (520) 243-6796

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April 10, 2009

Mr. Wallace Woo  
EPA, Region 9  
75 Hawthorne Street, SFD-1  
San Francisco, CA 94105

**Re: Quarterly Report # 2 for BF-96945001-0**

Dear Mr. Woo:

Attached is the second quarterly report for Pima County's above referenced Community-Wide Brownfields Assessment—Hazardous Substances grant. Effective dates are January 1, 2009 thru March 31, 2009.

Please note that this report, and subsequent reports, will utilize a format modified from the county's previously submitted *Work Plan* unless otherwise directed.

Finally, a copy of this report will also be electronically submitted to: [bf\\_forms@epa.gov](mailto:bf_forms@epa.gov).

Thank you in advance for receipt of this document and please contact me if you have any questions regarding this report.

Regards,

A handwritten signature in blue ink that reads "Daniel Tylutki".

Daniel Tylutki,  
Senior Planner

Cc: [bf\\_forms@epa.gov](mailto:bf_forms@epa.gov), file

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**I. Purpose:**

This quarterly report will describe the work and activities accomplished during the reporting period, January 1, 2009 thru March 31, 2009, for the above referenced contract in adherence to *Attachment A, Redevelopment Agency of Pima County, AZ Community-Wide Assessment, Brownfields Assessment Grant Terms and Conditions, Section II, Part D.*

This report is organized utilizing modified summary task matrices from Pima County's original *Work Plan* to document progress and to clearly identify the "status" of activities performed during the reporting period. A "Task Narrative" follows each respective "Summary Task Matrix" to provide updates on project milestones and/or provide explanation for any delays or timeline adjustments. Previous completed task activities have been removed from each respective Summary Task Matrix. Also, the "Work Plan Date" heading has been modified to include timeline "(Adjustments)" as noted in previous quarterly reports. A "Budget Recap Summary" and brief "Budget Narrative" is also provided in this report.

All quarterly reports will also be posted on the Pima County Brownfields Website, (<<http://www.pima.gov/CED/CDNC/Brownfield.htm>>) unless otherwise directed.

**II. Task Summary Matrices and Narratives:**

**Task 1 Project Management and Planning Summary Task Matrix**

<b>Activities</b>	<b>Deliverables</b>	<b>Work Plan Date (Adjustments)</b>	<b>Status</b>
Contract Phase I/II ESA Environmental Consultant(s)	Contract Amendment (Extension)	Dec 31, 2008 (3/31/09)	Re-RFP's for environmental consultants; received eight proposals; drafting contract with selected consultant to be approved by Board of Supervisors by 6/31/09

**Task 1 Narrative:**

Pima County Community Development and Neighborhood Conservation Department (CDNC) was in the process of amending and extending an existing "technical services" type contract with its currently procured environmental consultant. As per the EPA Cooperative Agreement, allowable contractual funds are \$182,000. However, review it became evident that County procurement processes limit amending "technical services" contracts to \$50,000. It was determined that it is in the best interest of the County to re-RFP for environmental consultant(s) and execute the appropriate "professional

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services” type contract(s) that allow for agreements over \$50,000. Professional services contracts require Board of Supervisor approval and associated processes; hence, it must be noted that reengaging in a new RFP process will delay some related task activities by three to six months. However, the County and Community Coalition is confident that actual Phase I/II ESA work will continue as scheduled.

Official public and legal notice for the resultant RFP (#CDNC-03-05/13-09-PCBP-RFP) was posted March 13, 2009 with subsequent proposals due March 27, 2009. The RFP is viewable online at:

<[http://www.pima.gov/CED/CDNC/documents/PCBrownfieldsRFP\\_001.doc](http://www.pima.gov/CED/CDNC/documents/PCBrownfieldsRFP_001.doc)>

Eight “environmental consulting firms” responded to the RFP and a five member CDNC Brownfields RFP Review Committee consisting of active Flowing Wells community members and appropriate Brownfields staff from area jurisdictions was formed to quantitatively review the proposals. On April 6, 2009, the review committee met and recommended Allywn Priorities, LLC., dba Allywn Environmental LLC., for contract. Staff is currently drafting a professional services contract and anticipates its execution by the next quarterly reporting period.

**Task 2 Public Involvement and Community Outreach Summary Task Matrix**

<b>Activities</b>	<b>Deliverables</b>	<b>Work Plan Date (Adjustments)</b>	<b>Status</b>
Establish Flowing Wells Brownfields Task Force.	Recruitment criteria, roster and protocols/duties. (I.e. input and approvals of site selection processes, marketing endeavors, I/II ESA's, etc.)	3/31/2009	Staff secured two members from the Flowing Wells community and is seeking a few more members. (6/31/09)
Produce informative marketing brochure.	Electronic and print copy brochure.	3/31/2009	Several rough drafts but not finalized. (6/31/09)
Conduct 2 <sup>nd</sup> Informative Public Meeting and Presentation.	Meeting Agenda, Sign-in Sheet and PowerPoint	6/31/2009	On Task, however, may push back to 9/31/09 to present property identification and database work.
Establish Stakeholder ListServe.	Invitation forwarded to EPA Project Officer.	6/31/2009	On Task
Produce marketing mailer.	Electronic and print copy postcard.	6/31/2009	On Task
Travel to National Conference and Associated	Registration Information.	To be determined	Staff attendance at National Brownfields

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Trainings.			Association's "The Big Deal 2009" Conference in Phoenix, AZ
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**Task 2 Narrative:**

Together with the Flowing Wells leadership staff is working to solicit some additional members for the Brownfields Task Force. Supporting document will be forthcoming.

Work has been completed on some informational brochures to market the Pima County Brownfields Programs and available EPA funds. The brochure is still in draft form and once the Brownfields Task Force is established, it will be presented to them for input.

Staff seeks to conduct its second of two required public meetings after the property database is finalized and can be presented. This will hopefully be completed by 9/31/09.

Approved staff attendance to the National Brownfield Association (NBA) "Big Deal Conference 2009" was found beneficial and advantageous as it was held in Phoenix, Arizona. Registration and lodging for one staff as been approved and charged to the grant. The NBA was gracious in providing a registration scholarship for one additional staff member to attend. Applicable registration details is on file and available upon request.

**Task 3 Property Identification and Database Development Summary Task Matrix**

<b>Activities</b>	<b>Deliverables</b>	<b>Work Plan Date (Adjustments)</b>	<b>Status</b>
Procure standard historical environmental records.	Purchase documentation.	12/31/2008	Awaiting environmental consultant contract execution. (6/31/09)
Update existing Flowing Wells existing land use inventory (EXCEL) into ACCESS.	Initial beta version and subsequent versions upon request.	3/31/2009	Awaiting procurement of historical environmental records. (6/31/09)
Compile list of sites/planning areas to prioritize ESA efforts.	List of prioritized sites/planning areas and ranking criteria.	6/31/2009	(9/31/09)
Produce Landowner Contact and Access Agreement processes and support documents.	Procedures for brownfields contact, agreements of understanding b/w County and property	6/31/2009 with subsequent quarterly updates	On Task

	owners, and other marketing documentation.		
Present selected sites and Landowner Contact and Access Agreement process to Brownfield Task Force.	Approval documentation via meeting minutes.	6/31/2009	On Task
Incorporate ACCESS database(s) into Pima GIS system.	Inter-departmental/governmental agreements or similar documentation/correspondence.  Public access to Pima County Brownfields Program: Flowing Wells on Pima County MapGuide.	12/31/2009 with subsequent quarterly updates	On Task

**Task 3 Narrative:**

Pima County anticipates procuring a standard historical environmental report product from Environmental Data Resources, Inc. (EDR) with the assistance of its environment consultant by 6/31/09. As previously stated, the County is currently in the process of executing a professional contract with an environmental consultant which has delayed associated tasks activities.

In the meantime, staff is currently drafting Landowner Contract and Access Agreements for Phase I work as a tentative list of at least five landowners are interested in initiating Phase I work.

**Task 4 Property Identification and Database Development Summary Task Matrix**

<b>Activities</b>	<b>Deliverables</b>	<b>Work Plan Date</b>	<b>Status</b>
Begin Phase I Environmental Site Assessments (ESAs)	Phase I ESA Reports	8/1/2009 with progress updates for Phase I ESAs in subsequent quarterly reports	On Task
Coordination with consultant(s) to prepare applicable QAPP, SAP, and/or HAP for Phase II ESAs	Conference calls with appropriate EPA specialists, EPA Project Officer, contracted County consultants and staff.	12/31/2009 with subsequent submittals for additional sites if necessary.	On Task

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	Draft and Finalized QAPP, SAP, and/or HAP		
Begin Phase II ESAs	Phase II ESA Report for each site	3/31/2010 with progress updates and submittals for Phase II ESAs in subsequent reports.	On Task

**Task 4 Narrative:**

Pima County hopes to submit its QAPP for the Flowing Wells project to EPA by June 30, 2009. Also, the County will begin to engage interested private landowners about Phase I work.

**Task 5 Reporting Activities Summary Task Matrix**

Activities	Deliverables	Work Plan Date	Status
Prepare Quarterly Reports	Quarterly Report	Within 30 days of end of each quarter beginning with December 31, 2008	On Task
Prepare Annual Financial Status Report	FSR	By January 31 of each year	On Task
Other applicable reports	To be determined	To be determined	On Task

**Task 5 Narrative:**

None.

**III. Budget:**

**Budget Recap Summary: January 1 thru March 31, 2009**

Category	Currently Approved Budget	Costs Incurred this Quarter	Costs Inquired to Date	Total Remaining Funds
Travel	\$12,000.00	\$3,332.81	\$3,332.81	\$8,667.19
Supplies	\$6,000.00	\$0.00	\$0.00	\$6,000.00
Contractual	\$182,000.00	\$0.00	\$0.00	\$182,000.00
Totals	\$200,000.00	\$3,332.81	\$3,332.81	\$196,667.19

**Budget Narrative:**

Pima County has submitted and been reimbursed for approved Western Brownfields Workshop and NBA Conference travel costs. Thank you.

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#### **IV. Property Profile Forms Update:**

Site specific work has not been conducted as of this reporting period. Initial Phase I tentatively scheduled in August 2009 and County to engage ACRES system to document ESA activity.

#### **V. Report and Contact Information:**

Prepared by: Ramon Cueva, Graduate Intern, Pima County Community Development and Neighborhood Conservation Department, 2797 E. Ajo Way, Tucson, AZ, 85713, [ramon.Cueva@pima.gov](mailto:ramon.Cueva@pima.gov), (520) 243-6679.

Reviewed and submitted by: Daniel Tylutki, Senior Planner, Pima County Community Development and Neighborhood Conservation Department, 2797 E. Ajo Way, Tucson, AZ, 85713, [daniel.tylutki@pima.gov](mailto:daniel.tylutki@pima.gov), (520) 243-6695 or (520) 740-6894.