



**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

July 21, 2009

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

Re: Quarterly Report # 3 for BF-96945001-0

Dear Mr. Woo:

Attached is the third quarterly report for Pima County's above referenced Community-Wide Brownfields Assessment—Hazardous Substances grant. Effective dates were April 1, 2009 thru June 30, 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.

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, file

I. Purpose:

This quarterly report will describe the work and activities accomplished during the reporting period, April 1, 2009 thru June 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

Activities	Deliverables	Work Plan Date (Adjustments)	Status
Contract Phase I/II ESA Environmental Consultant(s)	Contract Amendment (Extension)	Dec 31, 2008 (3/31/09)	<u>Completed.</u> Professional Contract Approved by BOS 06/16/09

Task 1 Narrative:

Staff has been successful in re-procuring environmental consultant services for this brownfields grant. On June 16, 2009, the Pima County Board of Supervisors (BOS) executed a retroactive contract for Allywn Environmental, and their partners SCS Engineers, to conduct eligible EPA Community-Wide Brownfields grant activities for this grant. A PDF copy of the contract is available upon request or at the website listed above.

Task 2 Public Involvement and Community Outreach Summary Task Matrix

Activities	Deliverables	Work Plan Date (Adjustments)	Status
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 (6/31/09)	Completed. An ad hoc Brownfields Task Force has been formed.
Produce informative marketing brochure.	Electronic and print copy brochure.	3/31/2009 (6/31/09) (9/30/09)	In lieu of a brochure a FAQ sheet and a post card are being developed (9/31/09)
Conduct 2 nd Informative Public Meeting and Presentation.	Meeting Agenda, Sign-in Sheet and PowerPoint	6/31/2009 (09/31/09)	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	The idea to establish a ListServe has been postponed until the 2 nd Public Meeting
Produce marketing mailer.	Electronic and print copy postcard.	6/31/2009	Completed Draft.
Travel to National Conference and Associated Trainings.	Registration Information.	To be determined	Staff has registered for Brownfields 2009 in New Orleans

Task 2 Narrative:

Together with the Flowing Wells leadership, staff has formed an ad hoc Brownfields Task Force to solicit and review potential assessment grant sites. The BTF consists of two community leaders, staff, and the environmental consultant. One additional member is still being sought. When the database is finalized, the BTF will review and analyze the data to recommend further sites to pursue. The members of the Flowing Wells leadership, and subsequently the BTF, have actively met with four (4) interested parties to inform them about the program. All are excited to participate and are awaiting a finalized Access Agreement which has been in legal review.

In staff discussions with the BTF, it has been determined that producing a *Frequently Ask Questions (FAQ)* sheet and a mail able informational postcard would be a more

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effective and productive use of grant resources. Staff is currently editing the existing brochure document to create the two latter two documents. The both the postcard and the FAQ sheet will be posted on our website, and should be completed prior to next quarterly report (09/30/09).

Staff will conduct its second of two required public meetings after the property database is finalized and can be presented. In addition, the BTF would also like to highlight and feature some completed Phase I's, from the aforementioned interested landowners, to solicit greater support and illustrate the success of the program. The anticipated 2nd meeting will be sometime between September and December 2009.

Staff has registered for the November 2009 Brownfields National Conference in New Orleans, LA.

Task 3 Property Identification and Database Development Summary Task Matrix

Activities	Deliverables	Work Plan Date (Adjustments)	Status
Procure standard historical environmental records.	Purchase documentation.	12/31/2008 (07/31/09)	<u>Completed.</u> Data ordered, received and invoice in process
Update existing Flowing Wells existing land use inventory (EXCEL) into ACCESS.	Initial beta version and subsequence versions upon request.	3/31/2009 (07/31/09)	<u>Notice to Proceed</u> issued to consultant 6/17/09
Compile list of sites/planning areas to prioritize ESA efforts.	List of prioritized sites/planning areas and ranking criteria.	6/31/2009 (9/30/09)	<u>Notice to Proceed</u> issued to consultant & work has been started
Produce Landowner Contact and Access Agreement processes and support documents.	Procedures for brownfields contact, agreements of understanding b/w County and property owners, and other marketing documentation.	6/31/2009 with subsequent quarterly updates (8/01/09)	In final legal review
Present selected sites and Access Agreement process to Brownfield Task Force.	Approval documentation via meeting minutes.	6/31/2009 (8/01/09)	BTF awaiting Database and Access Agreement
Incorporate ACCESS database(s) into Pima GIS system.	IGA/MOU or similar. Public access to Pima County Brownfields Program: Flowing Wells on Pima County MapGuide.	12/31/2009 with subsequent quarterly updates	interdepartmental discussions underway. An internal database/GIS may be in the best interest of County

Task 3 Narrative:

Pima County has ordered and received the standard environmental and historical records for the Flowing Wells project and is processing the associated invoice which will be reflected in the next Quarterly Report # 4 (Jul. '09 to Sept. 09), Section III, Budget. The data will be utilized to complete the ACCESS database for property identification and site prioritization grant activities. Pima County's consultant has been given Notice to Proceed on July 17, 2009 to complete the project.

Staff is currently working diligently with their respective legal council to finalize a Pima County Landowner Contract and Access Agreements to begin Phase I work by August 2009, as detailed in the Work Plan.

CDNC has been in discussions with applicable department, i.e. IT and Legal, to discuss the ramifications of making a Brownfields GIS and underlying database public. It has been determined that allowing public access may not be in the best interest of the County at this time. Staff will seek further clarifications and examples of public brownfields databases at the Brownfields 2009 conference.

Task 4 Environmental Site Assessments (ESA/ESAI/Required Documents)

Activities	Deliverables	Work Plan Date	Status
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, currently four (4) interested landowners awaiting Access Agreement
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. Draft and Finalized QAPP, SAP, and/or HAP	12/31/2009 with subsequent submittals for additional sites if necessary.	On Task, Pima County submitted its initial QAPP June 18, 2009
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, one (1) interested party awaiting QAPP finalization

Task 4 Narrative:

Despite some minor administrative delays, Pima County is still on task to begin ESA work in August 2009 as originally proposed in the Work Plan. As staff works to finalize necessary programmatic grant activities to begin ESA work, the Flowing Wells

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leadership has been instrumental in soliciting the interest of four (4) private landowners to engage in Phase I activities. Staff and its respective consultant have already initiated informative meetings with these prospective land owners to explain the benefits of the ESA process and to detail elements of the Access Agreement which is in draft form. Staff will also inform immediate neighbors of this opportunity in order to cluster and maximize the limited funding.

The meeting outcomes have been overwhelmingly positive; moreover, these initial landowners not only want to participate but look forward to working with staff to solicit their immediate and adjacent neighbors for the Brownfields Program. In anticipation of a finalized, forthcoming, Access Agreement, the consultant has submitted proposals for the subject properties which total approximately 8 acres and have been reviewed to the satisfaction of staff. Staff will also inform immediate neighbors, most of which are properties for sale, of this opportunity in order to cluster and maximize the limited funding—a precursor to this grants property prioritization strategy.

Hence, as soon as the Access Agreement is approved by the County's legal department, presented and signed by the interested parties, a Notice to Proceed will be immediately granted to the consultant to conduct Flowing Wells first EPA funded Phase I environmental site assessments. Staff looks forward to reporting these initial assessments by next Quarterly Report, in addition to, submitting required information in EPA's online ACRES reporting system.

Pima Count submitted its initial QAPP to EPA Region IX, Quality Assurance Office, MTS-3 on June 18, 2009 and is awaiting its timely response.

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: April 1 thru June 30, 2009

Category	Currently Approved Budget	Costs Incurred Qtr 3	Costs Inquired to Date	Total Remaining Funds
Travel	\$12,000.00	\$179.63	\$3,512.44	\$8,487.56
Supplies	\$6,000.00	\$28.00	\$28.00	\$5,972.00
Contractual	\$182,000.00	\$3,120.00	\$3,120.00	\$178,880.00
Totals	\$200,000.00	\$3,327.63	\$6,660.44	\$193,339.56

Budget Narrative:

Pima County has submitted and been reimbursed for approved NBA Conference in travel costs (\$179.63), supplies (\$28.00), and contractual work to prepare the QAPP (\$3,120.00).

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. As previously mentioned, preliminary negotiations have taken place to inform four (4) interested landowners to partake in the Brownfields Program. It is with great excitement that the County anticipates inputting ESA data into the ACRES system by next quarterly reporting cycle (9/30/09).

V. Report and Contact Information:

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, (520) 243-6695 or (520) 740-6894.