



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

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2797 East Ajo Way  
Tucson, Arizona 85713

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January 5, 2009

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

**Re: Quarterly Report # 1 for BF-96945001-0**

Dear Mr. Woo:

Attached is the first quarterly report for Pima County's above referenced Community-Wide Brownfields Assessment—Hazardous Substances grant. Effective dates are October 1, 2008 thru December 31, 2008; however, tasks and activities performed prior to this reporting period have been included in this initial quarterly report.

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, October 31, 2008 thru December 31, 2008, 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. A "Budget Recap Summary" and brief "Budget Narrative" is also provided in this report. Please note that 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</b>	<b>Status</b>
Assign Responsibility for Pima County Brownfield Program and EPA Assessment Grant	Work Plan submitted by Pima County Community Development and Neighborhood Conservation Department.	June 2, 2008	Completed
Pre-Award Notification	Coalition Agenda and Sign in Sheets	Sept. 20, 2007	Completed
	Pima County Board of Supervisor Resolution and Public Meeting Agenda.	Oct. 7, 2007	Completed
Contract Phase I/II ESA Environmental Consultant(s)	RFP Solicitation, Selection, and Contract.	Dec. 13, 2007	Completed
	Contract Amendment (Extension)	Dec 31, 2008	In Legal Review. Anticipated 3/31/09

**Task 1 Narrative:**

As previously stated in the County's *Work Plan*, and highlighted above in this matrix, Pima County had initiated an RFP solicitation, selection, and contract for environmental "technical services" in 2007 pursuant to being awarded this Community Wide-Assessment grant from the EPA. The County has currently procured an environmental

MR. WALLACE WOO, PROJECT OFFICER

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consultant, Allwyn Priorities LLC., and is in the process of amending this existing agreement to account for the budgeted \$182,000.00 allowable for contractual services; in addition to, extending the term to correspond the dates of the EPA Cooperative Agreement. Staff anticipates finalization if this contract extension and budget amendment by next quarter pending applicable County reviews and approval.

Also notable this reporting period was the November 18, 2008, Pima County Board of Supervisor, approval of contract #01-70-U-141498-0908, i.e. EPA Brownfields Assessment Agreement BF-96945001-0.

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

Activities	Deliverables	Work Plan Date	Status
Establish website link on CDNC departmental website. Link to serve as brownfields document depository.	Link to dedicated Pima County Brownfields Program Website.	12/31/2008	Completed <a href="#">Click Here</a>
Conduct 1 <sup>st</sup> Post-Award Informative Public Meeting: Detail site inventory and assessment processes and solicit membership to FW Brownfield Task Force.  Seek media coverage.	Meeting Agenda, Sign-in Sheet and PowerPoint.	12/31/2008	Completed 6/17/08 <a href="#">Click Here</a>
	Possible related news article. ( <i>Arizona Daily Star</i> )	12/31/2008 or 3/31/2009	Completed Story debuted 12/1/08 <a href="#">Click Here</a>
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	On Task
Produce informative marketing brochure.	Electronic and print copy brochure.	3/31/2009	On Task
Conduct 2 <sup>nd</sup> Informative Public Meeting and Presentation.	Meeting Agenda, Sign-in Sheet and PowerPoint	6/31/2009	On Task
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
Integrate information in EPA quarterly reports into articles	Newsletter website links or PDF documentation.	By 01/09 and each	On Task

for both CDNC and Coalition periodic newsletters.		subsequent three month period	
Travel to National Conference and Associated Trainings.	Registration Information.	To be determined	Staff attendance at Western Brownfields Workshop Oct. 8-10, 2009

**Task 2 Narrative:**

The Pima County Brownfields Program webpage was developed and went online in early December 2008 to serve as a document depository. More importantly, this internet site will provide information and updates to interested parties who want to learn more about brownfields. The Pima County Brownfield Program can be found at the following website: <<http://www.pima.gov/CED/CDNC/Brownfield.htm>>.

County staff was proactive in conducting the first of two required Post-Award Informative Public Meetings which were held on June 17, 2008. Community outreach activities were conducted to inform the community of Flowing Wells, and the general public, of the recent EPA Community-Wide Assessment Grant for Hazardous Substances award. The Community Coalition successfully invited local businesses and commercial interests to the meeting. Linked above is the Public Meeting presentation which provided background brownfields information, in addition to, soliciting local businesses and residents to become directly involved in both Pima County's Brownfields Task Force and List Serve. In general, the meeting and presentation was well attended and received; moreover, staff gained an opportunity to provide clarification on the definition of "brownfields," associated redevelopment opportunities, and the utilization of available EPA funds.

Due to the success and interest of the first public meeting staff was invited, and subsequently presented, a similar presentation at the Shannon Road/El Camino del Cerro Water Quality Assurance Revolving Fund (WQARF) Community Advisory Board (CAB) Meeting held at the Ellie Towne Flowing Wells Community Center on October 21, 2008. The following link provides informative "draft minutes" of the meeting: < <http://www.azdeq.gov/environ/waste/sps/meetings/req2008/1021msr.pdf>>

The *Arizona Daily Star* published an article describing the economic benefits associated with the Community Coalition's and County's redevelopment efforts for the Flowing Wells North Highway Drive Corridor on December 1, 2008. The article fulfilled the "media coverage" activity as listed in the County's *Work Plan*, in addition to, generating interest for the Pima County Brownfields Program.

Lastly, staff's attendance at the EPA Region 9 hosted Western Brownfields Workshop in San Diego, California was extremely beneficial in providing valuable information and contacts needed to effectively administer the County's first brownfields assessment

grant. The County will seek reimbursement for the allowable and approved travel costs which will be billed to the EPA grant in the next few weeks and subsequently reflected in the next quarterly report: i.e., January 1, 2009—March 31, 2009.

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

<b>Activities</b>	<b>Deliverables</b>	<b>Work Plan Date</b>	<b>Status</b>
Procure standard historical environmental records.	Purchase documentation.	12/31/2008	Pending Current Environmental Consultant Contract Renewal. Anticipated 3/31/09
Update existing Flowing Wells existing land use inventory (EXCEL) into ACCESS.	Initial beta version and subsequence versions upon request.	3/31/2009	On Task
Compile list of sites/planning areas to prioritize ESA efforts.	List of prioritized sites/planning areas and ranking criteria.	6/31/2009	On Task
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	On Task
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) via its environment consultant, Allywn Priorities, LLC. As noted earlier, amendment to the County's environmental consultant contract is currently in legal review.

**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.  Draft and Finalized QAPP, SAP, and/or HAP	12/31/2009 with subsequent submittals for additional sites if necessary.	On Task
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:**

Staff is aware the QAPP must be completed for the project area prior to Phase I and Phase II work.

**Task 5 Reporting Activities Summary Task Matrix**

<b>Activities</b>	<b>Deliverables</b>	<b>Work Plan Date</b>	<b>Status</b>
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:**

Staff submittal of quarterly reports to EPA Project Officer is now current. Financial Status Report will be completed 1/31/10 unless otherwise directed.

MR. WALLACE WOO, PROJECT OFFICER

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**III. Budget:**

**Budget Recap Summary: October 31 thru December 31, 2008**

<b>Category</b>	<b>Currently Approved Budget</b>	<b>Costs Incurred this Quarter</b>	<b>Costs Inquired to Date</b>	<b>Total Remaining Funds</b>
Travel	\$12,000.00	\$0.00	\$0.00	\$12,000.00
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	\$0.00	\$0.00	\$200,000.00

**Budget Narrative:**

Pima County will submit request for payment for permitted travel to EPA Region 9 Workshop during the next quarterly reporting period.

**IV. Property Profile Forms Update:**

Site specific work has not been conducted. First Phase I tentatively scheduled in August 2009.

**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.