



**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

January 8, 2010

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

Re: Quarterly Report # 5 for BF-96945001-0

Dear Mr. Woo:

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

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, October 1, 2009 thru December 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.

Task 2 Public Involvement and Community Outreach Summary Task Matrix

Activities	Deliverables	Work Plan Date (Adjustments)	Status
Produce informative marketing brochure.	Electronic and print copy brochure.	3/31/2009 (2010)	<u>Draft Completed.</u>
Conduct 2 nd Informative Public Meeting and Presentation.	Meeting Agenda, Sign-in Sheet and PowerPoint	6/31/2009 (2010)	<u>Postponed.</u> No later than July 1, 2010
Produce marketing mailer.	Electronic and print copy postcard.	6/31/2009 (2010)	<u>Draft Completed.</u>
Travel to National Conference and Associated Trainings.	Registration Information.	November 16 thru 18, 2009	<u>Completed.</u> Staff attended conference

Task 2 Narrative:

As previously reported in last quarter's report, staff has worked with its respective environmental consultants and the Flowing Wells Community to in drafting marketing material (i.e. the brochure/mailer) and drafts have been created but not finalized as "word of mouth" about the program has still been successful.

MR. WALLACE WOO, PROJECT OFFICER

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In addition, staff has been directed by the BTF to mail out an "Invitation to Participate" on Pima County CDNC letterhead to the over 30 property owners identified via the database and property prioritization activities. The letter is attached to this report.

As previously reported, staff and the BTF have decided to conduct and utilize the resources for the second public meeting after several successful environmental site assessment have been completed and can be shared with the community to further market the program. Staff and the community leadership anticipate the second public meeting to be completed no later than July 1, 2010.

Staff attended and benefited from the educational presentations and networking opportunities garnered from 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
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	<u>In Process.</u>

Task 3 Narrative:

Staff is in the process of creating an internal Pima County Brownfields GIS for departmental uses and presentation of proposed sites for assessment to the BTF.

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

Activities	Deliverables	Work Plan Date	Status
Begin Phase I ESAs	Phase I ESA Reports	8/1/2009	3 Phase I ESA's Completed. (6 total)
Begin Phase II ESAs	Phase II ESA Report for each site	3/31/2010	2 ESA II pending. Fairfield Cabinets Property FSP approved.

Task 4 Narrative:

Pima County, in direct cooperation with the Flowing Wells community leadership and respective environmental consultants have completed an additional 3 Phase I ESA's

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this quarter for a total of 6. The properties and acreages include the following: Global Development Group, 3.44 acres, La Cholla/Curtis Landfill, 32.60 acres; and, Malone Investments, 0.85 acres. Staff has also timely submitted all the necessary reporting information into the ACRES online system.

In addition to the completed Phase I's, "Notice to Proceed" has also been granted for Phase II ESA work on the Northwest (formally Flowing Wells) Fire District property.

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	<u>On Task.</u>
Prepare Annual Financial Status Report	FSR	By January 31 of each year	<u>Submitted.</u> 12/21/2009
Other applicable reports	EPA Desk Review	Varies	<u>No Findings.</u> 10/29/2010 Letter indicates no deficiencies or findings found in EPA Desk Review Audit.

Task 5 Narrative:

Quarterly reports are being submitted and property profiles uploaded into ACRES.

Staff is also pleased to announce that the EPA desk review audit for Pima County: "Disclosed that controls for EPA grants were adequate, the financial management system met applicable Federal regulations, and the required financial reports were completed accurately and timely. The auditor did not report any deficiencies in [the County's] EPA grant management system as a result of this review."

In addition, this grant's first FSR was completed and submitted to EPA 12/21/2009.

Lastly, the County was successful in conducting all the pre-application activities and subsequently submitted an EPA Brownfields Assessment Grant Application (2011) for

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the communities of Ajo, Why, and Lukeville, Arizona aka *The Ajo/Why/Lukeville, Arizona Route 85 Corridor Revitalization Strategy.*

II. Budget:

Budget Recap Summary: October 1 thru December 31, 2009

Category	Currently Approved Budget	Costs Incurred Qtr 5	Costs Inquired to Date	Total Remaining Funds
Travel	\$12,000.00	\$540.00	\$4,052.44	\$7,947.56
Supplies	\$6,000.00	\$0.00	\$1,028.00	\$4,972.00
Contractual	\$182,000.00	\$14,040.00	\$25,620.00	\$156,380.00
Totals	\$200,000.00	\$14,580.00	\$30,700.44	\$169,299.56

Budget Narrative:

Pima County has submitted and been reimbursed for the first of two billings for travel expenses for staff attendance to the Brownfields Conference in New Orleans (per diem, and travel, \$540.00); in addition to, contractual work including database and site prioritization, (\$3,240), and three Phase I ESA's (Northwest Fire District, \$4,400; La Cholla/Curtis Landfill, \$3,200; and, Global Development Group, \$3,200).

III. Property Profile Forms Update:

To date, staff has entered data for a total of 6 properties into ACRES. Staff will continue to prioritize efforts to update properties into ACRES once a final ESA I is completed.

IV. 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.



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Phone (520) 243-6777 • Fax (520) 243-6796

[DATE]

[PROPERTY OWNER]
[LEGAL ADDRESS]

Re: Pima County Brownfields Program Invitation
Proposed Site Access to Perform Phase I Environmental Site Assessment

[PROPERTY OWNER]:

Congratulations! Your property located at [Address] (parcel no. XXX-XX-XXXX) has been selected to participate in the Pima County Brownfields Program.

The Pima County Community Development and Neighborhood Conservation Department (CDNC) has recently been awarded a highly competitive United States Environmental Protection Agency (EPA), Community-Wide Brownfields Assessment Grant for the Flowing Wells' North Highway Drive business corridor. In direct collaboration with the local Flowing Wells Neighborhood Association and Community Coalition (FWNACC), this Brownfields grant allows the County to select properties which have identified commercial or industrial development potential and offer a free, grant funded, Environmental Site Assessment (ESA) to interested property owners within Flowing Wells. Your respective property has met the community's threshold criteria to participate in this grant funded program to stimulate development in the area.

Participation in Pima County's Brownfields Program is voluntary; however, funding is limited. Pima County anticipates conducting approximately 30 ESA's on a first-come first-serve basis with this initial funding targeted exclusively for the Flowing Wells community. To date, eight (8) area property owners have already taken advantage of this federally funded grant opportunity.

Interested participants will be provided a Phase I ESA for their respective property at no cost. Typically, a Phase I ESA is one of the first steps in any development process and can typically range in cost from \$2,000.00 to \$4,000.00 to complete depending on the site. The Pima County Brownfields Program will utilize its available EPA Brownfields grant funds to conduct and pay for this valuable service for your property. The end product is a standard document which is prepared, and usually required, for most property transactions and appraisals to demonstrate due diligence for potential developers, lenders, and legal entities. To take advantage of this opportunity, we ask

that you grant access to your property via an Access Agreement and assist our contracted environmental consultants in completing the Phase I ESA for the site.

The purpose of the Phase I ESA is to identify if any potential environmental contamination risks, or "recognized environmental conditions," exist on site or in the immediate vicinity of the site according to the most recent and applicable American Society for Testing Materials (ASTM) standards. The Phase I ESA activities include the following components:

- Identify past or present property usage, waste disposal, hazardous material handling, or accidents that may be of concern.
- Conduct a site walk through to evaluate whether potential environmental hazards exist.
- Investigate available records and documents related to the property's history.
- Contacting local and state regulatory agencies concerning the property and any incidences on nearby properties
- Interview past and present owners, occupants, employees, and neighbors for information related to accidents, spills, or practices that may indicate environmental risks.
- Conduct a search of records within the appropriate ASTM search distances concerning the property and/or neighboring properties.
- Summarize the information found during the Phase I ESA into a report listing "recognized environmental conditions," if present.

Members of the FWNACC, Pima County Brownfields Program staff, and the County's respective environmental consultants look forward to meeting and discussing with you all the particulars of this grant opportunity. Please do not hesitate to contact our offices to set up an appointment, conference call, or request an Access Agreement for review. Should you have any immediate questions, please contact me at your convenience or visit our website below for more information.

Sincerely,

Daniel Tylutki, Senior Planner

daniel.tylutki@pima.gov

Tele: (520)243-6695

Fax: (520)243-6796

Pima County Brownfields Program

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