

**Washington County, Wisconsin
U.S. EPA Community-Wide Coalition Assessment Grant
for Hazardous Substance & Petroleum Brownfields**

Cooperative Agreement No. BF-00E01347-0

**Quarterly Report No. 2
2nd Quarter – Fiscal Year 2015
January 1, 2015 – March 31, 2015**

Submitted by:
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Washington County Planning & Parks Department

April 27, 2015

**Washington County, Wisconsin
U.S. EPA Community-Wide Coalition Assessment Grant for
Hazardous Substance & Petroleum Brownfields
Cooperative Agreement No. BF-00E01347-0**

A. Project Title

Washington County, Wisconsin Community-Wide Coalition Assessment for Hazardous Substance & Petroleum Brownfields

B. Name of Grantee

Washington County Planning & Parks Department
333 E. Washington Street, Suite 2300
West Bend, WI 53095-2003

C. Cooperative Agreement No.

No. BF-00E01347-0

Community-Wide Coalition Assessment for Hazardous Substance & Petroleum Brownfields

Date of Award: 9/19/2014

Project Dates: 10/1/2014 – 09/30/2017

Grant Amount:

\$300,000 – Hazardous Substance Brownfields

\$300,000 – Petroleum Brownfields

D. Project Contact(s)

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I. PROGRAM INTRODUCTION

This report provides a summary of activities completed by Washington County, Wisconsin (the County) during the 2nd quarter of Fiscal Year (FY) 2015 (January 1 through March 31, 2015) for implementation of the United States Environmental Protection Agency (U.S. EPA) Community-Wide Coalition Assessment Grant for Hazardous Substance & Petroleum Brownfields awarded to the County by the U.S.EPA in 2014. Washington County Planning and Parks Department is responsible for administering the grants.

The County's U.S. EPA-approved Implementation Work Plan describes five (5) tasks that are to be completed using funding from the grants. This report describes the status of each task as of March 31, 2015, provides an estimate of the degree of completion of each task, and provides a list of deliverables associated with each task. The tasks are described below:

Task No.	Task Name
0	Programmatic Activities
1	Brownfields Inventory and Site Prioritization
2	Conduct Phase I Environmental Site Assessment (ESAs)
3	Conduct Phase II ESAs, Site Investigations and Remedial/Reuse Planning Activities
4	Community Outreach and Involvement

II. BUDGET OVERVIEW

The U.S. EPA awarded a total grant of \$600,000 to Washington County including \$300,000 for Hazardous Substance Brownfields Assessment and \$300,000 for Petroleum Brownfields Assessment. The Assessment Grant budget includes \$8,500 for direct expenses for the County (travel and supplies) and \$591,500 for contracted services provided by environmental and other consulting firms. The total budget period cost is \$662,463.00 of which \$62,463 is the local in-kind contribution that will be provided by staff from Washington County, City of West Bend, City of Hartford, Village of Slinger, Village of Richfield and Economic Development Washington County (EDWC).

III. MODIFICATIONS TO THE WORK PLAN

No modifications to the Work Plan were implemented during the Fiscal Quarter.

IV. STATUS OF PROGRAM ACTIVITIES

This section of the report provides a summary of the status for each task as of March 31, 2015, including a summary of projects and activities approved, completed, or in progress. Also summarized are deliverables for each task, an estimate of the percent complete, and a summary of scheduled activities to be performed during the 3rd Quarter of FY 2015.

Task 0 – Programmatic Activities

A. Task Description

This task includes preparing grant progress reports, and general communications about the Cooperative Agreement to the U.S. EPA. This task has a budget of \$14,000 which includes travel costs to attend EPA-sponsored National Brownfields conferences and for work by the environmental consultant to provide assistance with reporting and other eligible programmatic activities.

B. New Activities or Projects Approved for Implementation by U. S. EPA During the Fiscal Quarter

None.

C. Completed Activities or Projects

As part of advancing the County's Site Redevelopment Program and coordination of a Coalition prior to the grant application, in 2013 the County advanced a qualifications based procurement process meeting the requirements of 40 CFR 31.36, in order to obtain the services of a consultant to assist with public meetings, evaluation, and initial scoring and prioritization of sites including services for grant writing and implementation. The procurement process resulted in six proposals. Two firms were interviewed, and based on the interviews and previously submitted qualifications, a contract was executed with Stantec Consulting Services, Inc.

During the 2nd Quarter of FY 2015, the County worked with the Project Team (Stantec Consulting Services, Inc., Vandewalle & Associates and Economic Development Washington County) and finalized detailed roles and responsibilities as part of the contract with Stantec for grant implementation services on February 17, 2015. The contract with Stantec Consulting Services, Inc. was signed on March 18, 2015.

The County drafted a Memorandum of Agreement and worked with Coalition partners throughout March and early April to finalize. All MOA's were signed and submitted to the EPA on April 23, 2015. No grant funds could be expended until all five Coalition partner MOA's were signed and provided to the EPA.

D. Activities or Projects in Progress

The County is working with the Coalition partners to set a start method of tracking in-kind hours.

E. Deliverables

None.

F. Percent Complete and Scheduled Activities

This task is currently 30% completed.

Scheduled activities for the 3rd quarter of Fiscal Year (FY) 2015 (April 1 through June 30, 2015) include completing the pre-QAPP meeting, overseeing site and project activities of consultants and establishing a reporting system for in-kind contributions from Coalition partners.

Task 1 – Brownfields Inventory and Site Prioritization

A. Task Description

This task includes preparing a community-wide brownfields inventory and prioritization of brownfields sites within the County. As part of the inventory, the County will acquire digital copies of approximately 73 historic Sanborn Fire Insurance Maps to be integrated into the County GIS system. This task has a budget of \$17,700 which includes preparing the inventory, development of the GIS Brownfields database, acquisition of historic Sanborn Fire Insurance Maps and preparing property owner eligibility determination requests.

B. New Activities or Projects Approved for Implementation by U. S. EPA During the Fiscal Quarter

None.

C. Completed Activities or Projects

As part of developing the Coalition, meetings were held with representatives of 12 municipalities which included two cities, five villages and five towns. Nominations were obtained from five communities, each of which subsequently committed to participating in the Coalition. An initial prioritization process was used to evaluate 13 nominated target sites or areas that included 47 parcels. At the final stage of this process, each of the Coalition partners selected the site or area that was their highest priority in need of assessment based on site selection criteria. Assessment needs for these sites are expected to utilize approximately one third (\$200,000) of the grant funds. Initial target sites include WB Place, a 3.8-acre parcel in the City of Hartford that has been in use as a tannery since the 1840s, former Praefke Brake Manufacturing in the City of West Bend which dates back to the 1920s, the Center

Street Redevelopment Area which includes 10 parcels within the historic center of the Village of Jackson, the historic Hwy 175/Village of Richfield Area which includes 12 parcels bordering State Hwy 175 and the former railroad right-of-way for the Chicago, Milwaukee, St. Paul and Pacific Railroad, and the former Niphos Coating facility in the Village of Slinger which was subject to an emergency removal action by the EPA to address more than 8,800 gallons of hazardous chemicals that were abandoned in the building.

The grant will be implemented using a parallel track approach with two major strategies progressing simultaneously. The two tracks will be implemented as described below:

1. Approximately one-third (\$200,000) of the grant will go toward the implementation of the five high priority brownfield sites or areas that were identified by the five Coalition partners as part of the inventory and prioritization completed in 2013. Meetings will be held with Coalition partners in the 2nd Quarter of FY2015 to confirm or amend the high priority sites. The funding will be utilized to perform assessment or reuse planning activities.
2. Complete a comprehensive county-wide inventory and prioritization of brownfield sites providing opportunity for participation by all communities in the County that may have assessment needs not identified as part of the outreach conducted in 2013.

During the 2nd Quarter FY 2015, the County met with the City of West Bend, Stantec Consulting Services, Inc., and Economic Development Washington County to discuss priority sites within the City of West Bend.

D. Activities or Projects in Progress

None.

E. Deliverables

None.

F. Percent Complete and Scheduled Activities

This task is currently 8% completed.

Scheduled activities for the 3rd quarter of Fiscal Year (FY) 2015 (April 1 through June 30, 2015) include the purchase of the historic Sanborn Fire Insurance Maps, development of a GIS Brownfields database and county-wide Brownfields inventory, meetings with Coalition partners to confirm high priority sites, preparing property owner eligibility determination requests for the five high priority sites and work with Coalition partners to execute property access agreements on the five high priority sites.

Task 2 – Conduct Phase I Environmental Site Assessments

A. Task Description

This task is described in the U.S. EPA approved Work Plan as follows:

“Under the direction of the County, the environmental consulting firm will complete Phase I ESAs at 24 sites. Prior to performing Phase I ESAs, eligibility determination request forms will be prepared and submitted to EPA (for hazardous substance brownfields) or WDNR (for petroleum brownfields) for approval. Upon confirmation of eligibility, Phase I ESAs will be completed in accordance with the All Appropriate Inquiries Final Rule and the standards set forth in the ASTM E1527-13 Phase I Environmental Site Assessment Process.”

This task has a budget of \$96,000 which includes the environmental consulting firm, under the direction of the County Project Manager, completing Phase I ESAs at 24 sites at an average cost of \$4000 per site.

B. New Activities or Projects Approved for Implementation by U. S. EPA During the Fiscal Quarter

None.

C. Completed Activities or Projects

None.

D. Activities or Projects in Progress

None.

E. Deliverables

None.

F. Percent Complete and Scheduled Activities

This task is currently 0% complete.

The County anticipates submitting eligibility determination requests to the EPA (for hazardous substance brownfields) or the WDNR (for petroleum brownfields), and provided sites are eligible, start work on Phase I ESAs for the five Coalition high priority sites during the 3rd quarter of FY 2015. Coalition partners will obtain property owner cooperation for privately owned parcels within their jurisdiction for which Phase I ESAs are being performed, and complete required owner questionnaires for any parcels for which they are the owner. Coalition partners will provide copies of any past environmental reports that they have in their possession for sites targeted for assessment within their jurisdictional area.

Task 3 – Conduct Phase II Environmental Site Assessments, Site Investigations, and Remedial/Reuse Planning Activities

A. Task Description

This task is described in the U.S. EPA approved Work Plan as follows:

“On sites that meet the site-specific eligibility requirements, and are approved for use of EPA funds, by the EPA (hazardous substance brownfields) and/or WDNR (petroleum brownfields), the County may use the assessment funds to conduct Phase II ESAs, site investigations, remedial planning and other brownfield reuse planning activities. Phase II site investigation activities are likely to include soil and groundwater sampling and may include magnetometer surveys, trenching to confirm anomalies, asbestos surveys and sampling for other hazardous building materials. Additional field services provided by EPA may include geophysical characterization, such as ground penetrating radar or electro-magnetic surveys. Greener and

Sustainable Remediation principles will be incorporated into project tasks using the ASTM Greener Cleanup Standard Guide.”

This task has a budget of \$431,000 which includes a QAPP, four asbestos/hazardous building material surveys, seven Phase II ESAs, eight remedial action plans and two brownfield area-wide reuse plans.

B. New Activities or Projects Approved for Implementation by U. S. EPA During the Fiscal Quarter

None.

C. Completed Activities or Projects

None.

D. Activities or Projects in Progress

The County scheduled a pre-QAPP phone meeting with Jan Pels and Stantec Consulting Services, Inc. for early May.

E. Deliverables

None.

F. Percent Complete and Scheduled Activities

This task is currently 0% complete.

Scheduled activities for the 3rd quarter of Fiscal Year (FY) 2015 (April 1 through June 30, 2015) include the environmental consulting firm preparing the QAPP.

Task 4 – Community Outreach and Involvement

A. Task Description

Since 2010, the County has proactively involved Washington County communities in the development and advancement of a brownfields-focused Site Redevelopment Program. To lead this effort, in early 2013, the County established a Site Redevelopment Committee (SRC) to guide and advance brownfield redevelopment, community outreach and involvement, reuse planning and site assessment.

The Coalition plans to convene the SRC on at least a bi-monthly basis, with the public meetings widely promoted. In addition to SRC meetings, the County will hold public meetings annually, inviting residents and other stakeholders to participate in the site selection process, cleanup decisions, and reuse planning performed as part of the grant-funded Project. To provide additional technical expertise as well as outreach to community organizations, a Technical/Community Advisory Subcommittee (T/CAS) with representatives from community based organizations, the Washington County Health Department, and other stakeholder groups, is being formed. The T/CAS will provide input to the SRC, and provide input on site selection, reuse planning, and other considerations.

This task has a budget of \$41,300 which includes public, community and property owner meetings, development of fact sheets, press releases and other appropriate communications and development of webpages that will integrate the redevelopment sites within the Economic Development Washington County (EDWC) website focused on connecting prospective end users and local stake holders with information on redevelopment sites and associated reuse opportunities.

B. New Activities or Projects Approved for Implementation by U. S. EPA During the Fiscal Quarter

None.

C. Completed Activities or Projects

During the 1st quarter of FY 2015 the County completed a press release for circulation in local newspapers, radio stations and three major television stations serving Southeastern Wisconsin. An article was also written for the Planning & Parks Department newsletter that was sent to over 3,100 households in Washington County. The County met with the Project Team to detail the roles and responsibilities for Task 4 - Community Outreach and Involvement.

During the 2nd quarter of FY 2015, as part of the development of detailed roles and responsibilities, the Project Team finalized the community outreach and involvement component to engage the public throughout the grant.

D. Activities or Projects in Progress

The County is currently developing a timeline for Task 4 - Community Outreach and Involvement.

E. Deliverables

None.

F. Percent Complete and Scheduled Activities

This task is currently 8% complete.

Scheduled activities for the 3rd quarter of Fiscal Year (FY) 2015 (April 1 through June 30, 2015) include:

- The County, Stantec Consulting Services, Inc, Vandewalle & Assoc. and the EDWC will meet with the five Coalition partners to discuss and confirm high priority sites.
- The County will conduct a countywide public kickoff meeting held in tandem with an SRC meeting.
- Schedule five traveling SRC meetings in each of the five Coalition partner communities (Hartford, Jackson, Richfield, Slinger and West Bend). Each meeting will have a special focus on the hosting community including a public open house component.
- Schedule and participate in monthly “check-in” meetings with the Project Team.
- Initiate work on the EDWC website focused on connecting prospective end users and local stake holders with information on redevelopment sites and associated reuse opportunities.
- Update the County Site Redevelopment Program website at www.co.washington.wi.us/srp to provide current information throughout the grant implementation.

V. **PROBLEMS ENCOUNTERED/ASSISTANCE NEEDED**

On October 15, 2014, the County requested an amendment to EPA Cooperative Assistance Agreement BF00E01347 to correct the percentage calculations for the Recipient Share and Federal Share of the grant. Numerous requests have been made to the EPA Grant Specialist for an updated agreement. Will the County receive an updated Cooperative Agreement that reflects these corrections?

VI. **SCHEDULE AND PROJECT MILESTONES**

A partial summary of major milestones achieved during the project to date are summarized on the following table.

Quarterly Report No. 2, 2nd Quarter Fiscal Year 2015, January 1, 2015 – March 31, 2015
 Washington County, Wisconsin – U.S. EPA Community-Wide Coalition Assessment Grant for
 Hazardous Substance & Petroleum Brownfields

Task No.	Date	Activity or Milestone Description
0	6/28/2013	Issued request for proposals for professional services from environmental consulting firms following 40 CFR 31.36
0	8/16/2013	Selection of Stantec Consulting Services, Inc. as environmental consulting firm
0	9/19/2014	Official Grant Award date
0	10/1/2014	3-year project period begins
4	Sept. 2013	Formation of Site Redevelopment Committee to oversee development and implementation of the grant
4	Nov - Dec 2013 & Jan. 2014	Formation of Brownfields Coalition including Washington County, City of West Bend, City of Hartford, Village of Slinger, Village of Jackson and Village of Richfield
1	1/6/2014	Selection of high priority sites by Coalition partners
4	5/28/2014	Press release completed and sent to media
4	12/2/2014	Article in Planning & Parks Department newsletter regarding brownfield assessment grant

Task No.	Date	2 nd Quarter FY 2015 Activity or Milestone Description
0	1/29/2015	Submitted 1 st Quarterly Report for FY 2015 to EPA.
0	2/17/2015	Finalized detailed roles and responsibilities with Project Team (County, Stantec Consulting Services, Inc., Vandewalle & Assoc. and Economic Development Washington County)
4	2/17/2015	Project Team finalized roles and responsibilities for community outreach and involvement.
0	3/9/2015	Finalized Memorandum of Agreements (MOAs) for distribution to Coalition partners.
0	3/13/2015 - 4/14/2015	County held meetings with Coalition partners regarding MOAs.
1	3/18/2015	County met with the City of West Bend, Stantec Consulting Services, Inc., and Economic Development Washington County to discuss priority sites for the City of West Bend.
0	3/18/2015	County and Stantec Consulting Services, Inc. finalized and signed contract for environmental services.
0	4/21/2015	All Coalition partner MOAs signed.
0	4/23/2015	Signed MOAs sent to EPA.

Additional milestones for the project will be added to this table as part of the next Quarterly Report.

VII. BUDGET SUMMARY

Summary of Grant Expenses by Category for the Reporting Period 1/1/15 – 3/31/15

A summary of grant expenses by category is provided below, including the current budget, amounts previously expended, amounts expended during the 2nd Quarter of FY 2015 (January 1, 2015 – March 31, 2015), total amounts expended through March 31, 2015, and the budget remaining as of March 31, 2015.

Categories	Budgeted Amount	Previously Expended	Expenses this Quarter	Total Cumulative Expenses	Amount Remaining
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$5,300.00	\$0.00	\$0.00	\$0.00	\$5,300.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$3,200.00	\$0.00	\$0.00	\$0.00	\$3,200.00
Contractual	\$591,500.00	\$0.00	\$0.00	\$0.00	\$591,500.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$600,000.00	\$ -	\$ -	\$ -	\$600,000.00

Summary of Current Budget Status by Task as of March 31, 2015

The following is a summary of the current budget status by task as of March 31, 2015

Task No.	Task Description	Approved Budget	Cumulative Amount Expended (through 3/31/15)	Budget Remaining as of 3/31/15	Percent of Budget Expended
0	Programmatic Activities	\$14,000.00	\$0.00	\$14,000.00	0%
1	Brownfields Inventory and Site Prioritization	\$17,700.00	\$0.00	\$17,700.00	0%
2	Phase I ESAs	\$96,000.00	\$0.00	\$96,000.00	0%
3	Phase II ESAs, Site Investigations, and Remedial/Reuse Planning	\$431,000.00	\$0.00	\$431,000.00	0%
4	Community Outreach and Involvement	\$41,300.00	\$0.00	\$41,300.00	0%
	Total U.S. EPA Grant	\$600,000.00	\$0.00	\$600,000.00	0%

VIII. Performance Outputs and Outcomes

This section summarizes performance outputs and outcomes for the Washington County Community-Wide Coalition Assessment Grant for Hazardous Substance & Petroleum Brownfields. Outputs and outcomes include:

- Completion of a community-wide inventory and prioritization of brownfields sites within the County.
- Performing Phase I and Phase II environmental site assessments (ESAs) on priority brownfields sites.
- Completion of additional site investigation and remedial action plan development for select sites for which Phase II ESAs are completed.
- Performing community outreach and education related to brownfields.
- Connecting potential business and other end-users with brownfield sites that can be a focus for redevelopment and reuse.

As the grant project is in its beginning stages and no funds have been expended, no performance outputs or outcomes have been attained.