April 16, 2014

Notice of Public Meeting Section 7.62
NOTICE OF PUBLIC MEETING OF THE
Fort Lowell Restoration Advisory Committee

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Fort Lowell Restoration Advisory Committee and to the general public that the Fort Lowell Restoration Advisory Committee will hold a meeting open to the public on Wednesday, April 16, 2014, at 5:00 p.m., at the San Pedro Chapel, 5230 East Fort Lowell Road, Tucson, Arizona 85712. Public comment will be taken. The Chair reserves the right to set the order of the agenda. The Committee will discuss and may take action on the following matters.

AGENDA & MEETING MINUTES

1. Meeting called to order at 5:17 p.m. A quorum of the Committee was present for the meeting. Those in attendance (and signed in) were:
   Larry Hecker (Committee Chair)
   Patsy Waterfall (Committee Member)
   David Yubeta (Committee Member)
   Anne Woosley (Committee Member)
   Linda Mayro (Pima County)
   Loy Neff (Pima County)
   Simon Herbert (Pima County)
   Jim Conroy (City of Tucson)
   Midge Irwin (City of Tucson)
   Peg Weber (City of Tucson)
   Vern Baker (City of Tucson)
   Jon Mirto (Poster Frost Mirto)
   Bill Anderson (OFLNA)
   Janet Marcus (OFLNA)

2. Review of meeting minutes: January 8, 2014 meeting (Action)
   Patsy Waterfall moved to approve the minutes of the January 8 meeting. David Yubeta seconded the motion. Motion passed unanimously.

3. Work Plan: Project Status Reports
   a. COT Project Status Update
      i. Review of Management, Maintenance & Operations Plan
         Vern Baker, City of Tucson Facilities Management (FM), provided an overview of the City’s Management, Maintenance and Operations system and how the historic resources of Fort Lowell Park are being integrated into the system, including repair and maintenance of the adobe Officers Quarters. The Management, Maintenance and Operations system is composed of two core components: the Building Maintenance Service Plan and the Asset Management System. Vern immediately linked the repair and maintenance needs of the adobe Officers Quarters to the two components by referencing the ongoing Adobe Workshop at Canoa Ranch, which he and other City staff are attending to gain new skills and expertise in managing and maintaining adobe structures.
The Building Maintenance Service Plan is a written document defining the roles and responsibilities in addressing the needs of buildings and facilities, including the historic adobe buildings of Fort Lowell, and describing in detail the characteristics of buildings and structures on a “system by system” basis. The needs of the buildings and repair and maintenance responses are specified through standard construction formats and building specifications to give precise guidance on how to address the buildings' needs, i.e., how to identify needs through building inspections, and how to respond to those needs, defining correct methods and materials for the required work. Vern was excited to incorporate the Fort Lowell adobe buildings into the roles and responsibilities of the Building Maintenance Service Plan. He was also excited by the opportunity to gain expertise and experience for his staff and himself at the ongoing Adobe Workshop at Canoa Ranch.

The second core component, the Asset Management System, is a computer-based system designed to manage buildings and structures as assets. This system allows scheduling and tracking of common, but important, every-day maintenance and operations tasks. This system is used to set schedules, assign tasks, and create work orders for needed tasks. The system is used to log and track maintenance and operations tasks, such as inspections, preventative maintenance, repairs, and long-term asset needs to expedite the execution of the Building Maintenance Service Plan. The system also ensures that the maintenance and repair schedules meet the strategic needs of FM’s clients within the City Departments by integrating their needs with the Asset Management System and working to create and maintain strong relationships with client Departments.

Vern concluded by expressing his optimism about incorporating the historic resources at Fort Lowell Park and other historic assets owned and managed by the City into the components of the Building Maintenance Service Plan. He added that the ongoing Adobe Workshop at Canoa Ranch can build a regional team concept by establishing strong relationships among the participants, from the attending City, County, State, and Federal agencies.

A general discussion of maintenance at Fort Lowell and other historic buildings followed Vern’s presentation. Jim Conroy commented that the initial plan for maintaining the adobe buildings at Fort Lowell will be modeled on the National Park Service system and will include a quarterly inspection schedule. David Yubeta has agreed to oversee the development of the maintenance program for the first year, helping the program get off on the right foot. Jim asked Linda Mayro for recommendations about how to accomplish high level maintenance to state and/or federal standards and maintain the regional team concept that Vern mentioned. Linda recommended some sort of formal agreement between the participants, including City, County, State, and Federal agencies with similar historic resources and maintenance and repair needs. The agreement should include the State Historic Preservation Office to ensure that regulatory standards and requirements are met. David noted that the National Park Service regularly enters into such agreements and cited an example intended to guide maintenance and repair at Tumacacori National Historic Site. He noted that the agreement should be brief and cover guiding principles and set standards, but not get bogged down in details. Loy Neff suggested a Programmatic Agreement among the stakeholders that can establish a regional, comprehensive approach that stipulates standards and general methods, but which remains brief by including detailed guidance documents, how-to manuals, and specifications by reference; thus incorporating them into the final formal agreement document. Simon Herbert identified the importance of having detailed guidelines and
manuals on exactly how to perform specific maintenance and repair tasks and with what specific materials in what specific quantities and proportions. Simon agreed that as much as possible, we should use existing documents and standards. Jon Merto recognized the value of using guidelines and manuals and commented that the specifications from individual projects, such as the current rehabilitation project at the Adkins Parcels, could be used for long-term maintenance at those same facilities. Loy agreed that SHPO would be an important participant and signatory so that compliance standards could be established as well as the conditions under which certain types of repairs and maintenance work can be done. With SHPO’s signature on the PA, individual project-specific consultation would not be needed in most cases, which would be a benefit to project schedules. There was general consensus among the meeting attendees and the Committee Chair suggested that the ways and means to accomplish these goals could be worked out in separate staff meetings.

ii. HAWK update
Jim noted that the RTA-approved HAWK crossing at Craycroft Road is in progress, currently in design stage, dealing with in-place issues like a TEP transformer and a drainage catch basin opening in the east Craycroft curb that must be avoided. Design changes will allow avoidance of the catch basin opening and the transformer can be moved. Other utility issues need to be considered; for instance, if irrigation water to the future landscaping on the Adkins Parcels must come from the east, it needs to cross Craycroft with the HAWK and should be put in when the HAWK is first constructed. Other sources for irrigation are still being investigated, so the specific solution is not identified, but there is high confidence that this and other minor issues will be solved. A specific construction schedule has not been set, yet, but Jim projected possible completion in early 2015.

iii. Partnership with Arizona Historical Society
Peg Weber presented a summary of recent meetings between the City and Arizona Historical Society (AHS) aimed at establishing a partnership centered on the AHS museum at Fort Lowell Park, but expanding to the larger park and other venues. Peg noted recent meetings with Les Roe, the newly appointed Southern Division Director of the AHS. Peg is excited by Les’s ideas about programming and marketing. He brings a wealth of experience to his position, with successful experience in public outreach and engaging the public. Peg mentioned possible events at Fort Lowell Park to reach out to the public, including tours, workshops, and “Kids Camps” teaching history. Anne Woosley, who is Director of the AHS, identified Les Roe and announced his recent appointment as Director of the AHS Southern Division. Anne was enthusiastic about Les’s potential contributions to programming and, especially, to establishing partnerships with the City, beginning at Fort Lowell and, hopefully, expanding to other partnerships to bring resources together and combine the efforts of the City and the AHS.

b. County Project Status Update: Construction update and project progress report
i. Construction project update
Jon Merto provided a quick summary of the current status of the County’s rehabilitation of the Officers Quarters and other work on the Adkins Parcels. The project is in construction by Durazo Construction Co. and is on schedule for completion of the currently budgeted tasks on or before June 26. Some infrastructure work, such as electric lines, has been done, but most work has focused on repair and rehabilitation of the exterior of Officers Quarters 3, and stabilization and preservation work at OQs 1 and 2. Repair of OQ 3 included adobe brick wall repair in several places, foundation work and other structural repair, removal and reconstruction of the wrap-around porch, or verandah,
replacement of the roof, rebuilding the chimneys, repairing windows and doors, and regrading or stabilizing the grade around the OQs to control surface water flow. Some work remains, like finishing the window repair and replacement, completing the veranda deck and roof, and applying the final finish coat of plaster. OQs 1 and 2 are in differing ruined states, so their different repair and stabilization needs have been met, and the steel “ghost” structures designed to protect the ruins and display the form, line, and mass of the original buildings are nearly complete. External lighting is installed at the OQs, while some other infrastructure work, grading, and pathways remain to be completed. Jon is confident the current contract task list can be completed by late June. A general round of compliments by everyone at the meeting made it clear that the current progress is showing highly visible results. Everyone is excited to see the major signs of progress and the work is attracting more and more attention from passersby.

**ii. Budget “Windfall” – Results of County Bond Project Budget Scrubbing**

Linda and Jon summarized the recently identified budget “windfall” to the current County project. Linda and staff closely reviewed and “scrubbed” the final budgets of several completed and closed County Bond projects and compiled a list of unexpended funds. The funds appeared usually in very small amounts, but a few somewhat larger budget remainders contributed to a surprisingly large total. As of the Advisory Committee meeting date, Linda had identified approximately $85,000 that could be applied to the Fort Lowell project; however, requests to move the funds had to be submitted, reviewed and approved by the County Bond Committee and the Board of Supervisors. The review process took some time so it was only last week that the requests had been approved. Shortly, the money will be moved to the Fort Lowell account and then it will be available for use on the ongoing rehabilitation work.

The unexpected funds lead to the question of identifying which tasks or goals that were formerly unfunded can now be done? Discussions among County and City have begun to prioritize unfunded tasks on the current construction contract as Bid Alternates. Linda expressed a firm commitment to continuing the focus on historic preservation tasks. Jon contributed some ideas about priorities, based on the newly available funding, and he circulated a “first take” list of Bid Alternates to initiate the discussion. City and County staff agree that preservation is key, but the issue of access and parking will need to be discussed.

c. Combined COT-County new information presentation

i. Adobe workshop

Simon and David gave an overview of the ongoing Adobe Workshop at Canoa Ranch. The idea was initially suggested by David to provide training for the City maintenance staff who will be working on Fort Lowell and other historic adobe buildings. The idea soon grew to include the County, for the same maintenance reasons, such as the many historic adobe buildings at Canoa Ranch, and was soon opened to include staff from the University of Arizona, Bureau of Land Management, and National Forest Service, with instruction from National Park Service staff from Tumacacori National Historic Site, overseen by David Yubeta. The County agreed to host the workshop and Simon Herbert worked to provide an appropriate venue at Canoa Ranch. The workshop was designed to be a two-day hands-on experience, with the third day featuring a morning field trip to the Fort Lowell Adkins Parcels. The workshop is being attended by 32 participants and is centered on four work stations presenting various repair and maintenance problems to be solved by working in the materials and arriving at practical solutions. The participants are divided into groups, working around the four stations, each with two instructors, until completing the cycle. Simon and David
agreed that the workshop is a resounding success. David commented that he was "jazzed" about the enthusiasm of the workshop participants and the high level of commitment.

ii. Construction project priorities (discussed in 3.b.ii)

   a. Completion of the Preservation Plan Implementation at the Adkins Parcel.
      Loy briefly summarized the meeting topics, acknowledging the contributions of everyone present in making this meeting an information packed success. All the major topics about the ongoing construction at the Adkins Parcels were covered during the meeting, so Loy introduced the idea of a special tour for the Advisory Committee when the project is closer to completion. City and County staff agreed that providing a tour to the group can be arranged. Loy will coordinate and communicate to the Committee. The completion of the construction represents the culmination of the project that most of the team has worked together on since 2006. It’s the least City and County staff can do for the Advisory Committee, who more than any other group, has diligently and persistently worked to bring the shared preservation goals to fruition.

5. Call to the public*
   * Please limit comments to five minutes
      Janet Marcus commented on how the Fort Lowell neighborhood is excited to see tangible results of the preservation work. The Old Fort Lowell Neighborhood Association appreciated of the opportunity provided by the City to open the Adkins Parcels to the public during the La Reunion De El Fuerte celebration last February.

      Bill Anderson also commented on how excited the Neighborhood Association is to see this important work done.

6. Schedule for next quarterly meeting at San Pedro Chapel (Action)
   The Advisory Committee Chair suggested we mark our calendars for the second Wednesday of July, which is the 9th, and confirm later as Team members can check their schedules. Loy will follow up to confirm the schedule well in advance of the meeting date of July 9, 2014.

7. Meeting adjourned at 6:25pm.

Pursuant to Title II of the Americans with Disabilities Act (ADA), Pima County does not discriminate on the basis of a disability regarding admission to public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the ADA coordinator for Pima County Cultural Resources & Historic Preservation Office, Debra Rodriguez at 724-6598. Requests should be made as early as possible to allow time to arrange the accommodation.

Dated this __10__ day of April, 2014