

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS  
WORK SESSION HELD ON  
TUESDAY, JUNE 22, 2021**

A work session of the Cochise County Board of Supervisors was held on Tuesday, June 22, 2021, at 11:00 a.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Ann English, Chairman; Peggy Judd, Vice-Chairman; Tom Crosby, Supervisor

Staff Present: Richard G. Karwaczka, County Administrator  
Sharon Gilman, Associate County Administrator  
Christine Roberts, Chief Civil Deputy County Attorney  
Kim Lemons, Clerk of the Board  
Camila Rochin, Public Information Officer

Attendees: Alicia Thompson, Health & Social Services Director  
Natalie Johnson, Environmental Health Director

Chairman English called the meeting to order at 11:30 a.m.

**ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION**

**THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING**

---

***ITEMS FOR DISCUSSION***

**Board of Supervisors**

1. Discussion and Possible Direction regarding the Environmental Health Fee Schedule.

Dr. Thompson and Ms. Johnson presented this item using a PowerPoint presentation. Dr. Thompson noted that the Environmental Health fee schedule was last updated in 2014, and discussed the existing fee schedule and statutory requirements regarding fees. Current fees do not cover the cost of the services. Dr. Thompson and Ms. Johnson reviewed the revenue collected and actual expenses for 2017 through 2020 and 2021 to-date; staff included travel time, mileage, and staff time for plan review and inspections in determining the County's costs. Staff is proposing to incrementally increase fees over a five-year period, rather than implement the entire increase in Fiscal Year 2021-2022. At the end of the five-year period, the fees would be re-evaluated to determine if any increases are necessary.

The Board and staff discussed their thoughts and positions on the increases; staff providing information on other counties' fees to the Board; and, whether the County wants to pass the cost on to business owners or use General Fund monies to pay the difference. The Board and staff also discussed Environmental Health being two full-time equivalent (FTE) positions short; the proposed fees assisting with funding the staff shortage; state requirements that the positions be non-grant funded; and,

potential options to assist in funding the positions.

Ms. Johnson reviewed the fees for pool and spa inspections, and detailed how the fees are charged and what each type entails.

The Board and staff continued their discussion regarding using the General Fund or passing on fees to the restaurants; potential funding options, such as use of American Rescue Plan funds; and, reviewing data from other Counties.

Chairman English adjourned the meeting at 12:12 p.m.

APPROVED:

---

Ann English, Chairman

ATTEST:

---

Kim Lemons, Clerk of the Board