

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
TUESDAY, FEBRUARY 27, 2024**

A work session of the Cochise County Board of Supervisors was held on Tuesday, February 27, 2024, at 1:00 p.m. in the Board of Supervisors' Hearing Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

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

Staff Present: Richard G. Karwaczka, County Administrator
Sharon Gilman, Deputy County Administrator
Christine Roberts, Chief Civil Deputy County Attorney
Lara Loewenheim, Deputy Clerk of the Board

Attendees: Darrel Crowley, Facilities Director

Chairman English called the meeting to order at 1:00 p.m.

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION

INTRODUCTIONS

ITEMS FOR DISCUSSION

Board of Supervisors

1. Discussion and possible direction regarding the Facilities Department Informational Update, including updates on completed, current and future projects for the current fiscal year, and the Fiscal Year 2023-2024 Facilities Capital Improvement Plan.

Darrel Crowley, Facilities Director, presented these items using a PowerPoint presentation. Mr. Crowley provided an update on current projects. Mr. Crowley stated the courthouse electrical panel is almost done, just a bit delayed due to manufacturing issues, but a delivery date is set for June. Mr. Crowley stated the HVAC project is nearing completion by March, with vendors meeting tomorrow to finalize details. Mr. Crowley stated the Bisbee/Douglas International Airport (BDI) hangar is still in progress, mainly waiting for a new electrical system to handle the power demand.

In response to the Board, Mr. Crowley stated the Forest Service is not staying overnight at BDI, rather they are using the hangar as their base of operations. Mr. Crowley stated the Forest Services is tapping into the outdated electrical system, which dates back to the 40s and 50s with old glass fuses. He stated it had been shut down and abandoned due to its limitations. He stated BDI is in need of a new service for the building to accommodate the power demand. Mr. Crowley stated on a positive note, a new bathroom was recently completed for them.

Mr. Crowley stated the signage for Melody Lane is in progress, with signs placed on exterior streets, and new signs for buildings being constructed by a vendor. Mr.

Crowley explained that the installation is expected to begin in the next 30 to 45 days. Mr. Crowley stated the elevator overhaul at the Administration Building near the Courthouse, there were issues with obsolete parts, but an alternative plan is being implemented, and the necessary parts have been ordered. Mr. Crowley stated the Finance remodel was completed in December, and work on the Willcox Airport terminal is starting soon, with an estimated completion time of 60 to 90 days.

Mr. Crowley stated the HVAC plan for Sierra Vista Regional Building B has been completed, and construction for Melody Lane Buildings C, E, and F is underway, aiming for completion by the end of the fiscal year or early the next month.

Mr. Crowley stated the Willcox Regional Service Center project is being bid on and is expected to start next fiscal year. Mr. Crowley noted that the Bisbee Jail Project is also out for bid and the Benson HVAC at the Regional Service Center has been ordered and is expected to arrive in late spring.

In Response to the Board, Mr. Crowley stated most of the air conditioning units in the old jail pods will be replaced due to the system's inability to withstand the remaining five or six years until the new facility is complete. Mr. Crowley stated the constant use of air conditioning, especially in the summer, has put significant strain on the units.

Mr. Crowley stated roofing maintenance at the Sierra Vista Regional Service Center Building B, ensuring it's good for another decade or more. Mr. Crowley noted similar work was done at the Willcox Regional Service Center in December. Mr. Crowley stated metal roofing materials have been ordered for the Willcox Animal Shelter building, with installation expected in about 30 to 45 days. Mr. Crowley stated Melody Lane Facilities Building, a new project, is underway with architectural and engineering work ongoing, aiming for completion within the next year. Mr. Crowley stated at the Douglas Regional Service Center, there is cracking in the stucco and are resolving issues with some entrance doors to prevent further cracking.

Mr. Crowley noted that there are several project plans for the future. Mr. Crowley engaged with three vendors to conduct energy assessments countywide. Mr. Crowley noted these assessments will cover various aspects like HVAC, lighting, and water usage. Mr. Crowley stated there are plans to resume projects like carpeting and painting around the Administration area. Mr. Crowley stated the HVAC units typically have a lifespan of 15 to 20 years, but many of theirs have exceeded this, prompting a plan to invest \$47,000 over the next 18 months to bring them back to optimal condition. He said the units have a phased approach, with a total investment of \$66,000 to ensure all units are up to standard. Mr. Crowley explained roofing maintenance plans to include addressing issues at the Court House and Library in Bowie, as well as recoating the roof at Foothills West in Sierra Vista.

Mr. Crowley stated the Mailroom is looking to purchase a new postage management system, as the current one will become obsolete by January next year. He stated there is a rekey plan to transition from exterior keys to card access, which is a complex and lengthy process due to the intricacies of key hierarchy.

Chairman English made a comment that she is glad to see that there is planning moving forward.

Chairman English adjourned the meeting at 1:17 p.m.

APPROVED:

Ann English, Chairman

ATTEST:

Sharon Gilman, Interim Clerk of the Board