

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
TUESDAY, NOVEMBER 26, 2024**

A work session of the Cochise County Board of Supervisors was held on Tuesday, November 26, 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

Absent: Peggy Judd, Supervisor

Staff Present: Richard G. Karwaczka, County Administrator
Joe Casey, Associate County Administrator
Lara Loewenheim, 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

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 2024-2025 Facilities Capital Improvement Plan.

Darrel Crowley, Facilities Director, presented this item using a PowerPoint presentation. Mr. Crowley provided updates on several ongoing projects. He stated the Bisbee Douglas International Airport (BDI) Hanger's power supply is still in progress. He stated the Douglas Service Center is repairing its boiler exhaust system, with completion expected in 10 days after material delays. He stated the Bisbee Admin Building's elevator overhaul is complete and operating smoothly, while the Willcox Airport terminal remodel was finished 45–60 days ago. Mr. Crowley stated efforts are underway to upgrade fire panels across the county, including those at the courthouse, which had been temporarily down but restored to operation. He stated the Heating, Ventilation, and Air Conditioning (HVAC) replacement project is moving forward, with Building C and D completed and the Service Center scheduled for early next year.

Mr. Crowley shared updates on the strategic plan and facility improvements. He stated the Justice of the Peace, Precinct 5 (JP5) project is in progress, with painting and carpet work being done around the judges' schedules, and plans to finish during the Christmas holiday. He stated the administration department's renovation is near completion. Mr. Crowley highlighted the switch to carpet squares for easier maintenance and the ongoing innovation of HVAC controls across county buildings for energy savings, as well as the introduction of motion detectors and timers to help reduce energy consumption. He stated the sheriff's admin building maintenance plan

has been completed.

Mr. Crowley discussed the upcoming task of implementing the county's key hierarchy system, a large project involving the organization of 663 locks on the campus. He stated the goal is to ensure each department has control over its own keys.

In response to the Board, Mr. Crowley explained the need for the large number of keys, which stem from various office doors requiring individual keys for privacy and security. Mr. Casey stated the key hierarchy project is a follow-up to the DSX Access Systems, Inc, (DSX) which uses badges for building access but does not cover every office. He stated the goal is to regain control over key distribution, ensuring no unauthorized access, especially with master keys that could open multiple doors. Mr. Casey stated the project will help track who holds each key, enhancing overall security while still relying on the DSX system for primary building access.

Mr. Crowley provided updates on ongoing projects at the administrative building and Melody Lane. He stated the administrative parking lot and handicap walkway project was temporarily paused due to other priorities. He stated the plan includes resurfacing the lot, adding a new handicap ramp, and increasing handicap parking spaces to accommodate public needs. He stated at Melody Lane, drainage issues are being addressed, with plans to reroute water runoff from the roofs of buildings E, F, and G into the parking lot. Mr. Crowley stated the drainage problem in front of the Board of Supervisors' building will be tackled with a new catch basin to prevent flooding, with both projects scheduled for spring completion.

Chairman English expressed a sentiment of appreciation for efforts to enhance employee environments and maintain clean, well-kept facilities. She stated the improvements ensure that public perception aligns with a professional and efficient operation, instilling pride among county residents. Chairman English stated that maintaining visually appealing and functional facilities supports a positive image and boosts morale.

In response to the Board, Mr. Crowley stated efforts are underway to improve access and aesthetics at the administrative parking lot, including widening the entrance for better vehicle maneuverability and accommodating construction equipment. He stated concrete work, wall repairs, and stump grinding have been completed to prepare for further enhancements. He noted plans are in place to hardscape the area after addressing structural issues with retaining walls.

Chairman English adjourned the meeting at 1:21 p.m.

APPROVED:

Ann English, Chairman

ATTEST:

Lara Loewenheim, Clerk of the Board