

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS  
WORK SESSION HELD ON  
MONDAY, APRIL 14, 2025**

A work session of the Cochise County Board of Supervisors was held on Monday, April 14, 2025, at 10:00 a.m. in the Board of Supervisors' Hearing Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Frank Antenori, Chairman; Tom Crosby, Vice-Chairman; Kathleen L. Gomez, Supervisor

Staff Present: Sharon Gilman, Interim County Administrator  
Joe Casey, Interim Deputy County Administrator  
Lara Loewenheim, Clerk of the Board

Attendees: Catherine Traywick, Cochise County Treasurer  
Maria Pitzlin, Chief Deputy Treasurer  
Stacy Fenhaus, Budget Manager

Chairman Antenori called the meeting to order at 10:02 a.m.

***ITEMS FOR DISCUSSION***

**Board of Supervisors**

1. Budget Work Session - Discussion of the County Budget for Fiscal Year 2025-2026, specifically: County Treasurer's Office.

Ms. Traywick shared that she has no new budget requests and intends to maintain her current funding level. She described herself as extremely frugal, emphasizing careful spending and preparation for emergencies. She stated staffing updates included efforts to hire two account clerks and restructuring an admin position to part-time. Ms. Traywick stated she handles her own emails and phone calls, and the new hire will primarily assist with budget-related tasks and purchasing processes.

In response to the Board, Stacy Fenhaus, Budget Manager, explained that the department separates personnel and operating budgets, allowing each to increase by \$5,000 annually as a standard adjustment. She stated during budget discussions, the focus is on understanding any increases, historical spending trends, and specific cost areas that may justify changes. She noted that these evaluations help determine if adjustments are necessary.

In response to the Board, Ms. Fenhaus noted that salary adjustments will be reviewed after the market analysis is completed. She stated Ms. Traywick has been carrying over about three years' worth of unused salary adjustments, largely due to being understaffed. Ms. Traywick pointed out ongoing challenges in recruitment, attributing difficulties to cultural shifts since COVID and stricter in-office policies.

Ms. Traywick mentioned that postage costs are one of the few budget items completely out of her control. She stated rising postage continues to be a concern due to its

unpredictability.

The Board and staff reviewed budget line items related to leasing and professional services. Ms. Pitzlin stated the AQ2 license, used for batching, was included under leasing costs. Ms. Traywick explained the unspent funds are a result of her frugal approach and desire to be prepared for emergencies or potential reallocation needs. She acknowledged the difficulty of budget management and emphasized her commitment to supporting the County team as a whole. She stated the AQ2 system was identified as a key subscription expense under rentals, helping to avoid high lockbox fees by streamlining electronic payment processing in her office.

The Board and staff discussed investment strategies, including the idea of expanding into broader options like low-to-moderate risk equities. Ms. Traywick raised concerns about potential loss, with a strong emphasis on protecting principals over chasing high returns. Ms. Traywick confirmed current investments remain in secure agency-only pools to prioritize safety while still generating revenue.

Ms. Traywick clarified that all available county funds, including operating funds, are actively invested, and a portion reflects the balance attributed to one department outside the General Fund. She stated investments are pooled, and when interest or earnings come in, they are distributed proportionally across all accounts. Ms. Traywick emphasized a conservative investment approach, prioritizing stability and security over high returns. She noted a reliable cash flow strategy is in place to ensure funds are available when needed.

Ms. Traywick explained the process for handling funds from tax deed auctions and across-the-counter sales. She stated the funds cover expenses like title searches, advertising, and auction costs then be redistributed to entities that missed out on tax revenue. She noted that in the past, the money was incorrectly placed into the general fund, but that has since been corrected and a tracking system is now in place to ensure the appropriate distribution to districts.

In response to the Board, Ms. Traywick stated Jesse Valenzuela is interested in running for County Treasurer. She stated the current team is focused on leaving things well-organized and efficient for future leadership.

Ms. Traywick stated the Treasurer's office recently spent just over \$2,000 on 11 new HP laser printers through a state contract. She stated there was some initial pushback on whether printers were still necessary, but the practical need for staff to print documents at their desks was recognized.

Chairman Antenori adjourned the meeting at 10:44 a.m.

APPROVED:

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Frank Antenori, Chairman

ATTEST:

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Lara Loewenheim, Clerk of the Board

