

TRINITY COUNTY
BOARD OF SUPERVISORS
Trinity County Library
Conference Room
351 Main Street
Weaverville, CA

MEETING MINUTES
March 4, 2025

Chairman
Supervisor Liam Gogan - District 3

Vice-Chairman
Supervisor Heidi Carpenter-Harris - District 4 - ABSENT

Supervisor Ric Leutwyler - District 1
Supervisor Jill Cox - District 2
Supervisor Julia Brownfield - District 5

Trent Tuthill - County Administrative Officer
Margaret E. Long - County Counsel
Leah Adams - Deputy Clerk of the Board

ZOOM INFORMATION

This meeting was conducted with a zoom option.

MEETING CALLED TO ORDER AT 9:10 A.M.

PLEDGE OF ALLEGIANCE WAS LED BY SUPERVISER LEUTWYLER

A. PRESENTATIONS

- A.1. Health and Human Services - CWS - Adopted a proclamation recognizing March 2025 as Social Work Appreciation Month.

Received comments from Director of Health and Human Services Agency Liz Hamilton, Human Services Program Managers Amy Scribner and Human Services Program Manager Angie Burgland.

Motion: Leutwyler **Second:** Cox **Carried**
Ayes: Cox, Leutwyler, Brownfield, and Gogan
Absent: Carpenter-Harris

A.2. County Administrative Office - Received an update from U.S. Forest Service Shasta-Trinity National Forest Acting District Ranger Ben Sundal regarding matters of interest in Trinity County.

B. PUBLIC COMMENT

Received comments from John Hamilton, Trinity County Resource Conservation District – District Manager Kelly Sheen, Tiffany Thurm and Ben Kellogg.

C. REPORTS/ANNOUNCEMENTS

C.1. Received a report from Sheriff Tim Saxon

C.2. Received a report from County Administrative Officer Trent Tuthill

C.3. Received reports from Members of the Board of Supervisors

C.4. Received a report from the following Ad Hoc:

- Homeless Encampment

D. CONSENT CALENDAR

Received comments from Christine Edwards and Ben Kellogg.

D.1. Health and Human Services - Behavioral Health Services - Approved amendment number 3 to the agreement with Bonterra Tech, LLC, extending the term to October 31, 2025, and; increasing the maximum cost by \$20,555.01 to provide Apricot 260 Software.

Motion: Leutwyler **Second:** Gogan **Carried**
Ayes: Gogan, Leutwyler, Cox, and Brownfield
Absent: Carpenter-Harris

D.2. Board of Supervisors - Approved the Nor-Cal EMS Joint Exercise of Powers Agreement between Lassen, Modoc, Plumas, Sierra and Trinity Counties to provide a Regional Emergency Medical Services System.

Motion: Leutwyler **Second:** Gogan **Carried**
Ayes: Gogan, Leutwyler, Cox, and Brownfield
Absent: Carpenter-Harris

D.3. Board of Supervisors - Authorized the Chairman to sign a letter of support regarding AB 240 (Alanis) - Community colleges: study: Counties of Amador, Alpine, Mariposa, Modoc, and Sierra.

Motion: Leutwyler **Second:** Gogan **Carried**
Ayes: Gogan, Leutwyler, Cox, and Brownfield
Absent: Carpenter-Harris

- D.4. Child Support Services - Approved amendment number 11 to the agreement with Calserve, Inc. extending the term to March 1, 2026, updating exhibit B "Fee Schedule" and increasing the maximum cost by \$5,000 to serve legal documents on behalf of the North Coast Regional Department of Child Support Services.

Motion: Leutwyler **Second:** Gogan **Carried**
Ayes: Gogan, Leutwyler, Cox, and Brownfield
Absent: Carpenter-Harris

- D.5. Child Support Services - Approved amendment number 15 to the agreement with Angela's Custodial Services, modifying the maximum cost to \$50,814, updating exhibit B and extending the term to provide janitorial services to Child Support.

Motion: Leutwyler **Second:** Gogan **Carried**
Ayes: Gogan, Leutwyler, Cox, and Brownfield
Absent: Carpenter-Harris

- D.6. Clerk of the Board - Approved the regular meeting minutes of the Board of Supervisors (BOS) for January 21, February 2, and February 18, 2025, and the joint BOS and Planning Commission meeting minutes for February 13, 2025.

Motion: Leutwyler **Second:** Gogan **Carried**
Ayes: Gogan, Leutwyler, Cox, and Brownfield
Absent: Carpenter-Harris

- D.7. County Administrative Office - Authorized the Chairman to sign letters of support regarding the reauthorization of Secure Rural School Funding.

Motion: Leutwyler **Second:** Gogan **Carried**
Ayes: Gogan, Leutwyler, Cox, and Brownfield
Absent: Carpenter-Harris

- D.8. Health and Human Services - Office of Emergency Services – Adopted Resolution Number 2025-009 granting authority to obtain Federal Financial Assistance.

Motion: Leutwyler **Second:** Gogan **Carried**
Ayes: Gogan, Leutwyler, Cox, and Brownfield
Absent: Carpenter-Harris

- D.9. Health and Human Services - Office of Emergency Services - Approved an agreement with B. Sharp Electrical Contractor Inc. to provide electrical services to complete approved projects within Trinity County during the term of the contract.

Motion: Leutwyler **Second:** Gogan **Carried**

Ayes: Gogan, Leutwyler, Cox, and Brownfield

Absent: Carpenter-Harris

- D.10. Health and Human Services - Office of Emergency Services - Ratified the Director of Emergency Services' proclamation and confirmed the existence of a local emergency in Trinity County due to the 2025 Mid-February Winter Storm.

Motion: Leutwyler **Second:** Gogan **Carried**

Ayes: Gogan, Leutwyler, Cox, and Brownfield

Absent: Carpenter-Harris

- D.11. Health and Human Services - Public Health - Approved amendment number 3 to the agreement with the California Department of Public Health (CDPH) for the Women, Infants and Children (WIC) Program, increasing the funding allocation and revising relevant exhibits.

Motion: Leutwyler **Second:** Gogan **Carried**

Ayes: Gogan, Leutwyler, Cox, and Brownfield

Absent: Carpenter-Harris

- D.12. Health and Human Services - Public Health - Approved an agreement with Simple HealthKit, Inc. to provide sexually transmitted disease testing kits and treatment for Trinity County residents and inmates and authorized the Director of Health and Human Services Agency to sign the agreement and any future amendments.

Motion: Leutwyler **Second:** Gogan **Carried**

Ayes: Gogan, Leutwyler, Cox, and Brownfield

Absent: Carpenter-Harris

- D.13. *This item was pulled from the consent calendar and considered separately*

Human Resources - Approved the departmental allocation listing effective March 4, 2025 with the addition of one Branch Director under Health and Human Services -Human Services – Admin Division.

Received comments from County Administrative Officer Trent Tuthill and County Counsel Margaret Long.

Motion: Leutwyler **Second:** Cox **Carried**

Ayes: Cox, Leutwyler, Brownfield, and Gogan

Absent: Carpenter-Harris

- D.14. Sheriff - Approved a budget adjustment for FY 24/25 for Animal Control – Dept. 2284 increasing Revenues by \$18,000, Salaries & Benefits by \$4,000 and Service & Supplies by \$14,000.

Motion: Leutwyler **Second:** Gogan **Carried**

Ayes: Gogan, Leutwyler, Cox, and Brownfield

Absent: Carpenter-Harris

- D.15. Sheriff - Approved amendment number 1 to the agreement with Daniel W. Harwood, M.D. increasing the maximum cost by \$15,000 for the performance of basic autopsies.

Motion: Leutwyler **Second:** Gogan **Carried**

Ayes: Gogan, Leutwyler, Cox, and Brownfield

Absent: Carpenter-Harris

- D.16. *This item was pulled from the consent calendar and considered separately*

Sheriff – Ratified the Sheriff's signature on an agreement with the US Department of Justice to provide \$75,000 in funding for investigation and eradication of cannabis.

Received comments from Sheriff Tim Saxon and County Counsel Margaret Long.

Motion: Leutwyler **Second:** Cox **Carried**

Ayes: Cox, Leutwyler, Brownfield, and Gogan

Absent: Carpenter-Harris

- D.17. Transportation - Approved a budget adjustment for FY 24/25 for Airport Operations - Dept. 1852 increasing Transfer In by \$52,300, Revenues by \$24,200, Interfund Expenses by \$55,000, and Fixed Assets by \$21,500 and approved a budget adjustment for FY 24/25 for Special Aviation - Dept. 1854 increasing Transfer Out by \$52,300.

Motion: Leutwyler **Second:** Gogan **Carried**

Ayes: Gogan, Leutwyler, Cox, and Brownfield

Absent: Carpenter-Harris

E. PUBLIC HEARINGS

- E.1. County Administrative Office - Conducted a public hearing and discussed the completion of the following Community Development Block Grant projects and authorized County Administrative Officer Trent Tuthill or Senior Financial Analyst Suzie Hawkins to sign any documents necessary to complete the closeout process.

- Trinity County Food Assistance Program – Grant Award Number 20-CDBG-12020
- Hayfork Park Upgrades – Grant Award Number 20-CDBG-PI-12012
- North Fork Grange ADA Bathroom Upgrade – Grant Award Number 20-CDBG-PI-12014
- ADA Accessibility Upgrades – Grant Award Number 21-CDBG-PI-00038

Received comments from Senior Financial Analyst Suzie Hawkins and Duncan McIntosh.

Motion: Cox **Second:** Brownfield **Carried**
Ayes: Brownfield, Cox, Leutwyler, and Gogan
Absent: Carpenter-Harris

F. COUNTY MATTERS

- F.1. Board of Supervisors - Approved the Board of Supervisors' response to Grand Jury Report: 2024 Trinity County Grand Jury Report - Deaths at the Trinity County Correctional Facility.

Motion: Cox **Second:** Gogan **Carried**
Ayes: Cox, Gogan, Leutwyler, and Brownfield
Absent: Carpenter-Harris

- F.2. Health and Human Services - Office of Emergency Services – Accepted donation of 22 kw Generac generator and 200A transfer switch from The Trinity Center Community Services District (TCCSD) to be used at the IOOF Hall in Trinity Center, CA.

Received comments from Director of Health and Human Services Agency Liz Hamilton and Carol Fall.

Motion: Leutwyler **Second:** Gogan **Carried**
Ayes: Gogan, Leutwyler, Cox, and Brownfield
Absent: Carpenter-Harris

- F.3. County Administrative Office - Appointed Ric Leutwyler as Board Chair and Ryan Crockett as Vice-Chair for the Tourism Development Advisory Board for the calendar year 2025.

Received comments from County Counsel Margaret Long.

Motion: Cox **Second:** Brownfield **Carried**

Ayes: Brownfield, Cox, Leutwyler, and Gogan
Absent: Carpenter-Harris

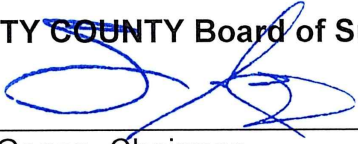
F.4. County Administrative Office - Took the following actions to create a Health and Human Services Agency (HHSA) and transition Behavioral Health Services to HHSA effective March 1, 2025:

1. Approved the job description, set the salary range, added to the alphabetical listing of classifications, and allocated to Health and Human Services a Director of Health and Human Services Agency at Range D110;
2. Pursuant to County Code 2.60.360 reclassified Employee ID 01728 from a Director of Health and Human Services to a Director of Health and Human Services Agency at range D110 step E;
3. Pursuant to Welfare and Institutions Code 5607, appointed Elizabeth Hamilton as the Local Director of Mental Health Services;
4. Pursuant to Department of Health Care Services Program Certifications Section 13005, appointed Elizabeth Hamilton as the Alcohol and Other Drug Program Administrator.
5. Adopted Resolution Number 2025-010 designating the Director of Health and Human Services Agency as the Director of Emergency Services.

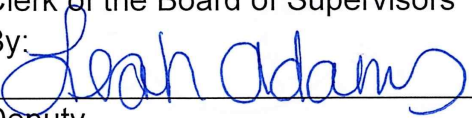
Motion: Leutwyler **Second:** Gogan **Carried**
Ayes: Gogan, Leutwyler, Cox, and Brownfield
Absent: Carpenter-Harris

ADJOURN

TRINITY COUNTY Board of Supervisors



Liam Gogan, Chairman
Board of Supervisors,
County of Trinity
State of California

Attest:
Trent Tuthill
Clerk of the Board of Supervisors
By: 

Deputy