

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

**MEETING MINUTES
September 2, 2025**

**Chairman
Supervisor Liam Gogan - District 3**

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

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

**Trent Tuthill - County Administrative Officer
Amanda Uhrhammer – Assistant County Counsel**

ZOOM INFORMATION

This meeting was conducted with a zoom option.

MEETING CALLED TO ORDER AT 9:01 AM

PLEDGE OF ALLEGIANCE WAS LED BY RIC LEUTWYLER

A. PRESENTATIONS

A.1. Clerk of the Board – Did not receive an update from U.S. Forest Service representatives regarding matters of interest in Trinity County.

A.2. Clerk of the Board - Adopted a proclamation honoring Charlie Holthaus for his service to the people of Rush Creek and Trinity County.

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

A.3. Health and Human Services - Behavioral Health Services - Adopted a proclamation which recognized September as Suicide Awareness and Prevention Month.

Received comments from Health and Human Services Agency/ Office of Emergency Services Director Elizabeth Hamilton

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

B. PUBLIC COMMENT

Received comments from John Hamilton, Ben Kellogg, Dan Harper, Lisa Wright and Vidette.

C. REPORTS/ANNOUNCEMENTS

C.1. Did not receive reports from Department Heads.

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

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

D. CONSENT CALENDAR

D.1. Auditor/Controller - Adopted Resolution Number 2025-068 which established the 2025/26 secured tax rates for the secured roll.

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

D.2. Auditor/Controller - Approved establishing a new special revenue fund - Fund 123 for CUPA (Certified Unified Program Agency).

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

D.3. Auditor/Controller - Approved establishing a new special revenue fund - Fund 166 for PATH Justice-Involved Round 3 (PATH JI).

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

D.4. Clerk of the Board - Approved re-titling the Director of Building and Planning to Director of Community Development Department, approved a revised job description for the position and authorized the Director of Human Resources to change any reference to the Director of Building and Planning to Director of Community Development Department.

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

D.5. Clerk of the Board - Approved the regular meeting minutes of the Board of Supervisors for August 19, 2025.

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

D.6. County Administrative Office - Adopted the following resolutions confirming the continuance of the following local emergencies in the County of Trinity:

- Resolution Number 2025-069 Local emergency due to the 2024 Late January Winter Storm; and
- Resolution Number 2025-070 Local emergency due to the 2024 March Winter Storm; and
- Resolution Number 2025-071 Local emergency due to the 2024 Mid-December Winter Storm, and
- Resolution Number 2025-072 Local emergency due to the 2025 Mid-February Winter Storm.

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

D.7. 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 Lightning Fires.

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

D.8. *This item was pulled from the Consent Calendar and considered separately*

Human Resources - Took the following actions in the Office of Emergency Services Division within the Health and Human Services Agency:

1. Approved a revised job description for Emergency Operations Manager and revised the salary range to H204;

2. Approved the job description, set the salary range and added to the alphabetical listing of classifications an Emergency Operations Coordinator at range H189; and
3. Modified the allocation listing for the Emergency Service division of Health and Human Services Agency to read: One (1) Emergency Operations Coordinator or Emergency Operations Manager.

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

Ayes: Gogan, Leutwyler, Carpenter-Harris and Brownfield.

Absent: Cox

- D.9. Probation - Approved a budget adjustment for FY 24/25 for Probation - Dept. 2400 increasing Transfers In by \$41,292; and approved a budget adjustment for FY 24/25 for Path Justice-Involved Round3 (PATH JI) - Dept. 2445 increasing Revenues and Transfers Out by \$41,292.

Motion: Carpenter-Harris **Second:** Gogan **Carried**

Ayes: Gogan, Carpenter-Harris, Leutwyler and Brownfield.

Absent: Cox

E. COUNTY MATTERS

- E.1. Community Development - Building - Waived the reading of and enacted Ordinance Number 1377 amending Trinity County Code Section 15.04.080 pertaining both the California Code of Regulations, Title 24, California Fire Code and the California Code of Regulations, Title 24, California Green Building Standards Code, introduced July 1, 2025.

Received comments from Chief Building Official Cody Smith.

Motion: Carpenter-Harris **Second:** Leutwyler **Carried**

Ayes: Leutwyler, Carpenter-Harris, Brownfield and Gogan.

Absent: Cox

- E.2. Grand Jury - Approved a budget adjustment for FY 24/25 for Grand Jury - Dept 2050, increasing Services and Supplies by \$2,357; and approved a budget adjustment for FY 24/25 for General Fund Contingency - Dept 9901, decreasing provisions for Contingency by \$2,357.

Received comments from County Administrative Officer Trent Tuthill.

Motion: Gogan **Second:** Carpenter-Harris **Carried**

Ayes: Carpenter-Harris, Gogan, Leutwyler and Brownfield.

Absent: Cox

E.3. Clerk of the Board – Received an update from County Administrative Officer Trent Tuthill on the Trinity County 2024-2029 Strategic Plan.

F. CLOSED SESSION

F.1. Government Code Section 54954.5(f) - Labor Negotiations
County's Designated Representatives: Laila Cassis, Suzie Hawkins and Amanda Uhrhammer
Employee Organizations: Deputy Sheriffs Association, General Unit, Management and Confidential Unit and Skilled Trades Unit

Direction was given to staff.

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