

**TRINITY COUNTY
BOARD OF SUPERVISORS
TRINITY COUNTY LIBRARY
CONFERENCE ROOM
351 MAIN STREET
WEAVERVILLE, CA**

**MEETING AGENDA
December 16, 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
Supervisor Julia Brownfield - District 5**

**Trent Tuthill - County Administrative Officer
Margaret E. Long - County Counsel**

The Trinity County Board of Supervisors welcomes you to its meetings which are regularly scheduled for the first and third Tuesday of each month, unless altered to accommodate a holiday, starting at 9:00 a.m. at 351 Main Street, Weaverville, California.

This Board Agenda contains a brief, general description of each item to be considered. Supporting documentation is available online at www.trinitycounty.org, at the County Administrative Office located at 11 Court Street, Room 230, Weaverville, CA, during normal business hours, and in the Public Packet at the rear of the Board Chambers during the meeting.

If you would like to receive notification via email that the agenda has been posted, please send your request to clerkoftheboard@trinitycounty.org.

Members of the public wishing to present documents to the Board of Supervisors during the meeting must submit ten (10) copies to the Deputy Clerk of the Board.

During the meeting the Trinity County Board of Supervisors may take action sitting as the Board of Supervisors and as the governing body of: The Trinity County Transportation Commission, the In-Home Supportive Services Authority, the Consolidated Transit Services Agency, the Trinity County Board of Equalization, the Trinity County Housing Authority and the Solid Waste Local Task Force.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the Deputy Board Clerk at the County Administrative Office three (3) full business days prior to the meeting at (530) 623-1382 or clerkoftheboard@trinitycounty.org.

ZOOM INFORMATION

[Join Zoom Meeting](#)

Meeting ID: 595 007 2851

Passcode: 267684

Dial In:

1 (669) 900-6833

Phone Commands: *6 Mute/Unmute; *9 Raise Hand

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

Just a reminder that the chat feature is not the appropriate forum to ask questions or provide comments. This chat should only be used to notify us of technical issues. No response will be given in acknowledgment or otherwise via the Zoom chat.

Public Comment given via Zoom can only be done audibly (not via chat), and you must either "Raise Your Hand" or use the chat to request your turn.

9:00 AM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

A. PRESENTATIONS

- A.1. Board of Supervisors - Adopt a proclamation of appreciation which recognizes Soroptimist International of Trinity County for 50 years of outstanding community contributions.

- A.2. Sheriff - Adopt a proclamation of appreciation which recognizes Michael Novak, P.A. upon his retirement from the Trinity County Sheriff's Office Jail Health Division.

- A.3. Clerk of the Board - Adopt a proclamation of appreciation which recognizes the Trinity Alps Unified School District leadership team for their efforts to get the Secure Rural Schools bill passed.

- A.4. Clerk of the Board - Receive a presentation on the Upper Trinity Headwaters Restoration and Management Plan.

B. PUBLIC COMMENT

This time is for information from the public on matters not appearing on this agenda or within the Consent Calendar. All comments are limited to three minutes and must pertain to matters within the jurisdiction of this Board. When addressing the Board please state your name for the record and address the Board as a whole through the Chair. No action or discussion will be conducted on matters not listed on the agenda, however, the Chair may refer the subject matter to the appropriate department for follow-up or schedule the matter on a subsequent Board Agenda.

C. REPORTS/ANNOUNCEMENTS

C.1. Report from Department Heads

C.2. Report from County Administrative Officer

C.3. Reports from Members of the Board of Supervisors

C.4. Reports from Ad Hoc

- Tourism Funding
- Cannabis Tax

D. CONSENT CALENDAR

These items include routine, non-controversial matters and will be acted upon by the Board by one, roll-call motion. If a member of the public has any questions or comments on an item on the consent calendar, they may provide them now. A member of the Board or Staff may request an item be pulled and considered separately.

D.1. Clerk of the Board - Adopt a resolution approving amendment number 1 to the joint exercise of powers agreement for the purpose of continuing a regional medical services agency and providing for the implementation, operation and management of an emergency medical services system in the counties of Lassen, Modoc, Plumas, Sierra and Trinity.

Unknown fiscal impact.

D.2. Clerk of the Board - Adopt resolutions confirming the continuance of the following local emergencies in the County of Trinity:

- Local emergency due to the 2024 Late January Winter Storm; and
- Local emergency due to the 2024 March Winter Storm; and
- Local emergency due to the 2024 Mid-December Winter Storm, and
- Local emergency due to the 2025 Mid-February Winter Storm.

No fiscal impact.

- D.3. Clerk of the Board - Approve special meeting minutes for November 17, 2025 and regular meeting minutes for November 18, 2025.

No fiscal impact.

- D.4. Community Development - Planning - Approve amendment number 4 to the agreement with Mintier Harnish adding Exhibit D - Prohousing Designation Program and increasing the maximum cost by \$29,760 to facilitate the County's Comprehensive General Plan Update.

Additional \$29,760 from the General Plan Update fund.

- D.5. County Administrative Office - Adopt a resolution revising certain signature and approval authorities delegated to the County Administrative Officer.

No fiscal impact.

- D.6. County Administrative Office - Approve amendment number 1 to the agreement with JComm, Inc. increasing the maximum cost to \$33,000 and updating Exhibit A for the production of recruitment videos for Trinity County.

Additional \$8,000 split between Administration and Health and Human Services Agency.

- D.7. Health and Human Services - Behavioral Health Services - Approve a budget adjustment for FY 25/26 for MH Audit Reserve - Dept 8579 increasing Other Charges by \$188,290.

No impact to the General Fund; increase in MH Audit Reserve appropriations. Current cash balance in MH Audit Reserve - Fund 579 is \$1,321,624.60.

- D.8. Health and Human Services - Behavioral Health Services - Approve a budget adjustment for FY 25/26 for Opioid Settlement Fund - Dept 4211 increasing Interfund Expenses by \$24,668 and approve a budget adjustment for FY 25/26 for Health Department - Dept 4402 adjusting Revenues with a net zero impact.

No impact to the General Fund; increase in Opioid Settlement Funds appropriations. Current cash balance in Opioid Settlement Fund - Fund 211 is \$982,392.66 and in Health Department - Fund 402 is \$1,354,234.35.

- D.9. Health and Human Services - Behavioral Health Services - Approve amendment number 4 to the agreement with Bonterra Tech, LLC extending the term to October 31, 2026 and increasing the maximum cost by \$22,610.49 to provide Apricot Gold 360 Impact Management software bundle.

No impact to the General Fund; up to \$22,610.49 additional cost from Behavioral Health Funding.

D.10. Health and Human Services - Behavioral Health Services - Approve an agreement with CalMHSA HEDIS to support Behavioral Health accountability measures for multiple reporting years.

No impact to the General Fund; up to \$25,920 from Behavioral Health.

D.11. Health and Human Services - CWS - Approve amendment number 1 to the agreement with Tri Counties Community Action Partnership increasing the maximum cost to \$280,500 and updating exhibits A and B to provide a Community Health Worker position to perform Differential Response services.

No impact to the General Fund; up to \$280,500 over three years from Child Welfare Services/HHSA allocations.

D.12. Human Resources - Approve an updated Trinity County Driving Policy.

No fiscal impact.

D.13. Human Resources - Take the following actions regarding the Skilled Trades Unit, General Unit, Non-Represented General, Management and Confidential Unit, Non-Represented Management and Department Head employee groups.

1. Approve a master memorandum of understanding (MOU) with the Skilled Trades Unit establishing salary and benefits for employees of the unit;
2. Approve a master memorandum of understanding (MOU) with the General Unit establishing salary and benefits for employees of the unit;
3. Adopt a resolution establishing salary and benefits for employees in Non-Represented General classifications;
4. Approve a master memorandum of understanding (MOU) with the Management and Confidential Unit establishing salary and benefits for employees of the unit;
5. Adopt a resolution establishing salary and benefits for employees in Non-Represented Management classifications;
6. Adopt a resolution establishing salary and benefits for Elected and Appointed Department Heads.

Approximately \$208,000 over the 1-year term of the agreements.

D.14. Library - Approve the Trinity County Library Collection Development Policy.

No fiscal impact.

D.15. Sheriff - Approve amendment number 8 to add server refresh and migration services and increase the maximum cost by \$167,216 and approve amendment number 9 to add 5 years of maintenance and support and increase the maximum cost by \$184,464 to the agreement with Motorola for

the Computer Aided Dispatch system.

Up to \$351,680 from the Sheriff's Office Budget.

- D.16. Transportation - Approve amendment number 1 to the agreement with Dokken Engineering, Inc, modifying the scope of work and increasing the maximum cost for phase one by \$154,967.25 to provide engineering services.

No impact to the General Fund; up to \$154,967.25 covered by Highway Bridge Program Toll Credit funds.

- D.17. Transportation - Approve an agreement with Kimley-Horn and Associates, Inc. to provide National Environmental Policy Act (NEPA) professional services for the runway reconstruction project at Trinity Center Airport (O86).

No impact to the General Fund; \$16,500 from the Airport Infrastructure Grant (AIG) program and other local and state airport funds.

- D.18. Transportation - Approve an agreement with Swiftly, Inc. to provide General Transit Feed Specification – Realtime services and on-vehicle devices for Trinity Transit, and authorize the Director of Transportation to execute this agreement and any future amendments.

No impact to the General Fund; up to \$70,000 from State Transit Assistance (STA) and Local Transportation Funds (LTF).

- D.19. Transportation - Award to Hunt & Sons, LLC the contract to supply Schedule I fuel for the Department of Transportation (DOT) North County facilities for the period of January 1, 2026 through December 31, 2026, and authorize the Director of Transportation to sign any amendments to the agreement.

Estimated \$613,137.95, with approximately \$150,000 from General Fund Departments and the remaining expenses from DOT and other outside agencies.

- D.20. Transportation - Award to Hunt Oil of California, the contract to supply Schedule III Lubricants for the Department of Transportation (DOT) North County facilities for the period of January 1, 2026 through December 31, 2026, and authorize the Director of Transportation to sign any amendments to the agreement.

No impact to the General Fund; estimated \$55,659.40 from Road funds.

- D.21. Transportation - Award to Valley Pacific Petroleum Services, the contract to supply Schedule II fuel for the Department of Transportation (DOT) South County facilities for the period of January 1, 2026 through December 31, 2026, and authorize the Director of Transportation to sign any amendments to the agreement.

Estimated \$74,847.68, with approximately \$2,000 from General Fund

Departments and the remaining expenses from DOT and other outside agencies.

- D.22. Trinity County Transportation Commission - Adopt a resolution amending Trinity County's 2022 Regional Transportation Plan (RTP).

No impact to the General Fund; up to \$6,110,695 from the State Transportation Improvement Program (STIP).

- D.23. Trinity County Transportation Commission - Adopt a resolution approving the 2026 Regional Transportation Improvement Program (RTIP) for inclusion in the 2026 State Transportation Improvement Program (STIP), and authorize the Executive Secretary to execute all related documents.

No impact to the General Fund; \$4,820,320 in new programming requested from the STIP.

E. PUBLIC HEARING

- E.1. County Administrative Office - Conduct a public hearing to discuss the completion of the following Community Development Block Grant - CV projects and authorize County Administrative Officer Trent Tuthill to sign any documents necessary to complete the closeout process.

- Trinity County Subsistence Payment Program - Grant Award Number 20-CDBG-CV1-00122
- County of Trinity Emergency Shelter Service - Grant Award Number 20-CDBG-CV2-3-00118
- County of Trinity Subsistence Payment Program (Business Assistance) - Grant Award Number 20-CDBG-CV2-3-00158

No fiscal impact.

F. COUNTY MATTERS

These items include non-routine, or controversial matters and are listed alphabetically by department. A member of the Board, Staff or public may request that an item be heard out of order.

- F.1. Clerk of the Board - Set the Board of Supervisors meeting schedule for calendar year 2026.

No fiscal impact.

- F.2. Community Development - Planning - Conduct a public review hearing for the ProHousing Designation application and associated Public Review Period.

No fiscal impact.

F.3. Community Development - Planning - Waive the reading of and enact an ordinance amending Title 17 of Trinity County Code modifying various subsections to be compliant with the County's certified Housing Element and state housing laws, introduced November 18, 2025.

Unknown fiscal impact.

F.4. County Administrative Office - Waive the reading of and enact an ordinance amending Trinity County Code Section 2.64.050 updating various county fees, introduced November 18, 2025.

Potential increase in revenues in an unknown amount to various county departments.

F.5. Treasurer/Tax Collector - Receive an update regarding the Cannabis Tax Collection program.

No fiscal impact; informational update only.

G. CLOSED SESSION

G.1. Government Code Section 54954.5(e) - Public Employee Appointment:
County Administrative Officer

ADJOURN