

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

**MEETING MINUTES
November 18, 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
Sean Cameron – Deputy County Counsel**

ZOOM INFORMATION

This meeting was conducted with a zoom option.

CALLED TO ORDER AT 9:05 AM

PLEDGE OF ALLEGIANCE WAS LED BY SUPERVISOR COX

A. PRESENTATIONS

- A.1. Board of Supervisors - Received a presentation from Two Six Digital Senior Director of Strategy & Education Brian V. Matson regarding Tourism in Trinity County.

- A.2. Clerk of the Board - Received a presentation from Shasta-Cascade Small Business Development Center's Small Business Services Program Manager Alexander Schrampfer and Agriculture & Innovations Program Manager Leah Groves regarding small business services available at no cost to Trinity County businesses.

B. PUBLIC COMMENT

Received comments from Lisa Wright, Nicholas Holiday, Ben Kellogg, Liza Wisniewski, Ben Miller, Adrien Keys, John Brower, Scott Muir and Dan Trujillo.

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 2025-088 which established Trinity County's Appropriation Limit for Fiscal Year 2025/26.

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

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

D.2. Board of Supervisors - Authorized the Chairman to sign a letter of support regarding the Weaverville Chamber of Commerce's First Annual Parade of Lights.

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

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

D.3. Clerk of the Board - Adopted a proclamation recognizing November 17–21, 2025 as California Clerk of the Board of Supervisors Week.

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

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

D.4. Clerk of the Board - Appointed the following individuals to the Airport Advisory Committee (AAC):

- Erik Anderson as the representative for District 1 to serve a term concurrent with that of Supervisor Ric Leutwyler; and
- Glenn Bjorkman as the representative for District 4 to serve a term concurrent with that of Supervisor Heidi Carpenter-Harris; and
- David Laffranchini as the representative for District 5 to serve a term concurrent with that of Supervisor Julia Brownfield.

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

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

D.5. Clerk of the Board - Approved regular meeting minutes for November 4, 2025.

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

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

D.6. Community Development - Cannabis - Approved a budget adjustment for FY24/25 for Cannabis Equity - Dept 7239 increasing Intrafund Expenses by \$138,593.

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

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

D.7. Community Development - Environmental Health - Authorized the Environmental Health Division Director to reduce certain CUPA Program Fees by the applicable state surcharge reduction effective November 1, 2025 through February 1, 2026.

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

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

D.8. Health and Human Services - Behavioral Health Services - Approved amendment number two to the agreement with CA Hearing Officers, extending the term to June 30, 2028, and revising the maximum cost to be \$43,000 per fiscal year, to provide Certification Hearings pursuant to Welfare and Institutions Code Section 5250.

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

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

D.9. Health and Human Services - Public Health - Approved a budget adjustment for FY 25/26 for Public Health Emergency Response (PHER) - Dept. 8545 increasing Revenues and Interfund Expenses by \$19,088; and approved a budget adjustment for FY 25/26 for Welfare Department - Dept. 5000 increasing Revenues and Services & Supplies by \$19,088.

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

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

D.10. Human Resources - Approved a master memorandum of understanding with the Trinity County Probation Peace Officers Association establishing salaries and benefits.

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

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

D.11. Information Technology - Took the following actions regarding the repair and replacement of the IT server room cooling system:

1. Approved a budget adjustment for FY 25/26 for Information Technology - Dept 1940 increasing Transfers In and Services & Supplies by \$209,000;
2. Approved a budget adjustment for FY 25/26 for Path 3 JI - Dept 2445 increasing Revenues and Transfers Out by \$209,000; and
3. Authorized the County Administrative Officer to sign an agreement with Mike's Heating and Air based on their quote for a new system.

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

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

D.12. Probation - Acknowledged receipt of an updated Trinity County Electronic Monitoring and Home Detention (EMHD) Program.

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

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

D.13. Probation - Approved an agreement with Mendocino County to provide juvenile detention.

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

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

D.14. Sheriff - Approved an agreement with Dr. Dan Purtzer to provide basic autopsy services on an as-needed basis.

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

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

D.15. Transportation - Approved amendment number one to the agreement with MGE Engineering Inc, updating the scope of services, and increasing the maximum cost by \$21,590.53 to provide professional civil engineering services.

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

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

E. PUBLIC HEARING

- E.1. County Administrative Office - Conducted a public hearing and introduced and waived the reading of an ordinance amending Trinity County Code Section 2.64.050 updating various county fees.

Received comments from County Administrative Officer Trent Tuthill, Senior Financial Analyst Suzie Hawkins, Interim Planning Director Drew Plebani, Lisa Wright, Ben Kellogg and Adrien Keys.

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

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

F. COUNTY MATTERS

- F.1. Community Development - Planning - Introduced and waived the reading of 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.

Received comments from Assistant Planner Angel Chappell, Interim Planning Director Drew Plebani and County Administrative Officer Trent Tuthill.

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

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

- F.2. Human Resources - Appointed Madelyn Woodman as the Clerk/Recorder/Assessor/Registrar of Voters effective January 1, 2026 to serve the remainder of the term expiring at the end of December 2026.

Received comments from Director of Human Resources Laila Cassis.

Motion: Cox **Second:** Gogan **Carried**

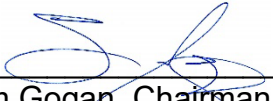
Ayes: Gogan, Cox, Leutwyler, Brownfield, and Carpenter-Harris

G. CLOSED SESSION

- G.1. Government Code Section 54954.5(f) - Labor Negotiations
County's Designated Representatives: Suzie Hawkins, Laila Cassis and Margaret Long
Employee Organizations: Skilled Trades Unit, General Unit and Management Unit

Direction was given to negotiations team.

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