

MEETING MINUTES
March 17, 2026

Chairman
Supervisor Heidi Carpenter-Harris - District 4

Vice-Chairman
Supervisor Julia Brownfield - District 5

Supervisor Ric Leutwyler - District 1
Supervisor Jill Cox - District 2
Supervisor Liam Gogan - District 3

Trent Tuthill - County Administrative Officer
Sean Cameron – Deputy County Counsel

ZOOM INFORMATION

This meeting was conducted using a zoom option.

MEETING CALLED TO ORDER AT 9:00 AM

PLEDGE OF ALLEGIANCE WAS LED BY SUPERVISOR GOGAN

A. PUBLIC COMMENT

Received comments from John Hamilton and Ben Kellogg.

B. REPORTS/ANNOUNCEMENTS

B.1. Received a report from Sheriff Tim Saxon.

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

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

B.4. Received a report from the following Ad Hoc

- Tourism Funding

C. CONSENT CALENDAR

- C.1. Board of Supervisors - Appointed Kenneth Wiley to the Airport Advisory Committee as representative for District 3 to serve a term concurrent with Supervisor Gogan.

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

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

- C.2. Board of Supervisors - Authorized the Chairman to sign a letter of support for AB 2667 (Hadwick) - Vape products: household hazardous waste: advertising.

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

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

- C.3. Clerk of the Board - Adopted the following resolutions confirming the continuance of the following local emergencies in the County of Trinity:

- Resolution Number 2026-013 - Local emergency due to the 2024 Late January Winter Storm;
- Resolution Number 2026-014 - Local emergency due to the 2024 March Winter Storm;
- Resolution Number 2026-015 - Local emergency due to the 2024 Mid-December Winter Storm, and
- Resolution Number 2026-016 - Local emergency due to the 2025 Mid-February Winter Storm.

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

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

- C.4. Clerk of the Board - Approved regular meeting minutes for March 3rd, 2026.

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

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

- C.5. Community Development - Environmental Health - Adopted Resolution Number 2026-017 repealing the Solid Waste Hearing Panel and creating a Hearing Officer for Local Enforcement Agency Hearings.

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

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

- C.6. Community Development - Planning - Adopted Resolution Number 2026-018 authorizing the application for and receipt of Prohousing Incentive Program (PIP) Funds.

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

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

- C.7. County Administrative Office - Approved an agreement with Estech Systems, Inc (ESI) to provide phones and VoiP service to various county departments and authorized the County Administrative Officer to sign all agreement and contract documents.

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

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

- C.8. District Attorney - Approved amendment number 1 to the agreement with Karpel Computer Systems, Inc., DBA Karpel Solutions, increasing the maximum cost by \$1,573 to provide case management services to the District Attorney's Office.

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

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

- C.9. General Services – Adopted Resolution Number 2026-019 which corrects Resolution Number 2024-086 and removes Asset ID 13486 from Motor Pool's Capital Asset Inventory Listing.

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

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

- C.10. Health and Human Services - Behavioral Health Services - Approved an agreement with Hill Country Behavioral Health to provide After Hours Crisis Services and Crisis Intervention Services for Trinity County.

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

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

- C.11. *This item was pulled from the consent calendar and considered separately.*

Human Resources - Approved the Departmental Allocation Listing effective March 17, 2026.

Received comments from County Administrative Officer Trent Tuthill.

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

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

- C.12. Human Resources - Approved the extension of the contract with Nationwide for our preexisting Governmental 457(b) Plan Agreement.

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

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

C.13. Probation - Adopted Resolution Number 2026-020 which removes the following items from the Probation Capital Asset Inventory Listing:

Asset ID 13493, Heckler & Koch VP40 (Serial #222-012783);
Asset ID 13502, Heckler & Koch VP40 (Serial #222-012792);
Asset ID 13494, Heckler & Koch VP40 (Serial #222-012784);
Asset ID 13495, Heckler & Koch VP40 (Serial #222-012785);
Asset ID 13496, Heckler & Koch VP40 (Serial #222-012786);
Asset ID 13497, Heckler & Koch VP40 (Serial # 222-012787);
Asset ID 13498, Heckler & Koch VP40 (Serial # 222-012788);
Asset ID 13499, Heckler & Koch VP40 (Serial # 222-012789);
Asset ID 13500, Heckler & Koch VP40 (Serial #222-012790); and
Asset ID 13501, Heckler & Koch VP40 (Serial #222-012791).

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

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

C.14. Probation - Approved an agreement with Cognisen to provide access to DocAssist software and authorized the Chief Probation Officer to sign the agreement and all administrative documents.

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

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

C.15. Sheriff - Approved an agreement with the US Department of Justice Drug Enforcement Administration for Domestic Cannabis Eradication Suppression Program for 2026 and authorized the Sheriff to sign said agreement.

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

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

C.16. Sheriff - Approved a budget adjustment for FY 25/26 for Jail - Dept 2282, increasing Services and Supplies by \$60,000.

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

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

C.17. Transportation - Approved a budget adjustment for FY 25/26 for Airport Development - Dep 1853 increasing Interfund Expenses by \$15,000 and Fixed Assets by \$24,000

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

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

D. PUBLIC HEARINGS

D.1. Solid Waste - Conducted a public hearing and adopted Resolution Number 2026-021 that establishes the schedule of fees for solid waste disposal and

provides for appropriate exemptions and credits for the 2026-2027 annual solid waste parcel fee billing.

Received comments from Deputy Director of Solid Waste Diane Rader and Deputy County Counsel Sean Cameron.

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

E. COUNTY MATTERS

- E.1. Agriculture - Introduced, waived the reading of and enacted Urgency Ordinance Number UO-01 temporarily prohibiting industrial hemp.

Received comments from Ag Commissioner/Sealer of Weights and Measures Angela Blanchard.

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

- E.2. Community Development - Environmental Health - Received a presentation from Environmental Health Division Director Kristy Anderson, on available sewage disposal options in Trinity County.

Received comments from Wendy Drake, Stew Drake, Scott White, Sue Leutwyler, County Administrative Officer Trent Tuthill and Director of Community Development Drew Plebani.

Directed staff to research the process, timing and costs of establishing a LAMP, including gather data from the regional water board, other counties who have pursued a LAMP, potential engineers, consultants, etc. and bring this information back to the board for consideration within the next 60 days. It is the Board's expectation that staff will spend no more than 10 hours on the initial information gathering.

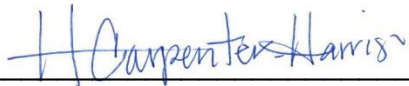
- E.3. Community Development - Planning - Received an update from Mintier Harnish Consultant Michael Gibbson on the progress of the current Zoning Code revisions.

Received comments from Director of Community Development Drew Plebani, County Administrative Officer Trent Tuthill, Mintier Harnish Brent Gibbons,

Deputy County Counsel Sean Cameron, Dan Frasier, Michelle Taylor, Rhoda Cain, Ben Kellogg and Pat Frost.

Directed staff to forego community meetings currently planned to review the public draft of the updated zoning code and instead conduct a joint PC/BOS session with the opportunity for public engagement. Staff is also directed to work closely with our PIO to effectively communicate the importance of, and opportunities to provide input, and provide the board with a timeline that illustrates all remaining milestones - Community Engagement Sessions, PC Sessions, BOS Sessions, Final Approval of all outstanding items expected to be completed by end of 2026.

TRINITY COUNTY Board of Supervisors



Heidi Carpenter-Harris, Chairman
Board of Supervisors,
County of Trinity
State of California

Attest:
Trent Tuthill
Clerk of the Board of Supervisors

By: 

Deputy