

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

MEETING MINUTES
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

ZOOM INFORMATION

This meeting was conducted with a zoom option.

CALLED TO ORDER AT 9:04 AM

PLEDGE OF ALLEGIANCE

A. PRESENTATIONS

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

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

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

Received comments from Sheriff Tim Saxon and P.A. Michael Novak.

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

- A.3. Clerk of the Board - Adopted 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.

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

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

- A.4. Clerk of the Board - Received a presentation from Trinity County Resource Conservation District's Watershed Project Coordinator Annyssa Interrante and The Watershed Research and Training Center's Riparian and Meadow Restoration Specialist Bridger Cohan on the Upper Trinity Headwaters Restoration and Management Plan.

B. PUBLIC COMMENT

Received comments from Tom Ballanco, Troy, Dan Trujillo, Lisa Wright and Ben Kellogg.

C. REPORTS/ANNOUNCEMENTS

- C.1. Received reports from Department Heads Agricultural Commissioner and Sealer of Weights & Measures Angela Blanchard, Community Development and Planning Director Drew Plebani and Treasurer- Tac Collector Terri McBrayer.

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 reports from the following Ad Hoc
Tourism Funding; and
Cannabis Tax

D. CONSENT CALENDAR

Received comments from Lisa Wright and Dan Trujillo.

- D.1. Clerk of the Board - Adopted Resolution Number 2025-089 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.

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

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

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

- Resolution Number 2025-090 Local emergency due to the 2024 Late January Winter Storm; and
- Resolution Number 2025-091 Local emergency due to the 2024 March Winter Storm; and
- Resolution Number 2025-092 Local emergency due to the 2024 Mid-December Winter Storm, and
- Resolution Number 2025-093 Local emergency due to the 2025 Mid-February Winter Storm.

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

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

D.3. *This item was pulled from the consent calendar and considered separately.*

Clerk of the Board – Considered approving special meeting minutes for November 17, 2025 and regular meeting minutes for November 18, 2025.

Received comments from Margaret Long and Lisa Wright.

Original motion by Supervisor Brownfield, second by Supervisor Gogan to pull the minutes from the agenda for correction to be as transparent as possible failed due to the passage of a subsequent motion.

Approved special meeting minutes for November 17, 2025 and regular meeting minutes for November 18, 2025.

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

Ayes: Carpenter-Harris, Cox, Leutwyler and Gogan

Noes: Brownfield

D.4. Community Development - Planning - Approved 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.

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

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

D.5. *This item was pulled from the consent calendar and considered separately.*

County Administrative Office - Adopted Resolution Number 2025-094 revising certain signature and approval authorities delegated to the County Administrative Officer.

Received comments from Officer Trent Tuthill, Dan Trujillo and Ben Kellogg.

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

- D.6. County Administrative Office - Approved 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.

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

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

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

- D.8. Health and Human Services - Behavioral Health Services - Approved 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.

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

- D.9. Health and Human Services - Behavioral Health Services - Approved 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.

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

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

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

D.11. Health and Human Services - CWS - Approved 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.

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

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

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

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

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

D.13. Human Resources - Took 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. Approved a master memorandum of understanding (MOU) with the Skilled Trades Unit establishing salary and benefits for employees of the unit;
2. Approved a master memorandum of understanding (MOU) with the General Unit establishing salary and benefits for employees of the unit;
3. Adopted Resolution Number 2025-095 establishing salary and benefits for employees in Non-Represented General classifications;
4. Approved a master memorandum of understanding (MOU) with the Management and Confidential Unit establishing salary and benefits for employees of the unit;
5. Adopted Resolution Number 2025-096 establishing salary and benefits for employees in Non-Represented Management classifications;
6. Adopted Resolution Number 2025-097 establishing salary and benefits for Elected and Appointed Department Heads.

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

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

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

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

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

D.15. Sheriff - Approved amendment number 8 adding server refresh and migration services and increasing the maximum cost by \$167,216 and approved amendment number 9 to add 5 years of maintenance and support and increasing the maximum cost by \$184,464 to the agreement with Motorola for the Computer Aided Dispatch system.

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

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

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

Transportation - Approved 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.

Received comments Director of Transportation Panos Kokkas and Ben Kellogg.

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

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

D.17. Transportation - Approved 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).

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

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

D.18. *This item was pulled from the consent calendar and considered separately.*

Transportation - Approved 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.

Received comments from Director of Transportation Panos Kokkas.

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

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

D.19. *This item was pulled from the consent calendar and considered separately.*

Transportation - Awarded 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 authorized the Director of Transportation to sign any amendments to the agreement.

Received comments from Director of Transportation Panos Kokkas.

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

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

D.20. Transportation - Awarded 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 authorized the Director of Transportation to sign any amendments to the agreement.

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

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

D.21. Transportation - Awarded 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 authorized the Director of Transportation to sign any amendments to the agreement.

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

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

D.22. *This item was pulled from the consent calendar and considered separately.*

Trinity County Transportation Commission - Adopted Resolution Number 2025-098 amending Trinity County's 2022 Regional Transportation Plan (RTP).

Received comments from Director of Transportation Panos Kokkas.

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

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

Noes: Brownfield

D.23. *This item was pulled from the consent calendar and considered separately.*

Trinity County Transportation Commission - Adopted Resolution Number 2025-099 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.

Received comments from Director of Transportation Panos Kokkas.

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

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

Noes: Brownfield

E. PUBLIC HEARING

E.1. County Administrative Office - Conducted a public hearing to discuss the completion of the following Community Development Block Grant - CV

projects and authorized 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

Received comments from County Administrative Officer Trent Tuthill.

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

F. COUNTY MATTERS

- F.1. Clerk of the Board - Set the Board of Supervisors meeting schedule for calendar year 2026 as follows:
January 6 & 20, February 3 & 17, March 3 & 17, April 7 & 21, May 5 & 19, June 2 & 16, July 7 & 21, August 4 & 18, September 1 & 15, October 6 & 20, November 3 & 17, December 15, 2026.

Received comments from County Administrative Officer Trent Tuthill.

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

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

Received comments from
Community Development and Planning Director Drew Plebani, Mintier Harnish
Project Manager Ryan Lester, Assistant Planner Angel Chappell and
Ben Kellogg.

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

- F.3. Community Development - Planning - Waived the reading of and enacted Ordinance 315-860 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.

Received comments from Assistant Planner Angel Chappell.

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

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

- F.4. County Administrative Office - Waived the reading of and enacted Ordinance 1378 amending Trinity County Code Section 2.64.050 updating various county fees, introduced November 18, 2025.

Received comments from County Administrative Officer Trent Tuthill.

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

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

- F.5. Treasurer/Tax Collector - Received an update from Treasurer/Tax Collector Terri McBrayer regarding the Cannabis Tax Collection program.

Received comments from Director of Community Development Drew Plebani and County Administrative Officer Trent Tuthill.

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

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

G. CLOSED SESSION

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

Received comments from Lisa Wright, Dan Trujillo and Ben Kellogg.

Direction given to staff to open recruitment for position of CAO through nationwide recruitment.

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