

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

MEETING MINUTES

December 5, 2023

**Chairman
Supervisor Jill Cox - District 2**

**Vice-Chairman
Supervisor Ric Leutwyler - District 1**

**Supervisor Liam Gogan - District 3
Supervisor Heidi Carpenter-Harris- District 4
Supervisor Dan Frasier - District 5**

**Trent Tuthill - County Administrative Officer
Margaret E. Long - County Counsel
Ashley Piker - Deputy Clerk of the Board**

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.

ALTERNATE LOCATION

Supervisor Frasier attended via zoom from:
21 S Washington St
Staunton, VA 24401

ZOOM INFORMATION

This meeting was available via zoom.

Meeting called to order in open session at 9:00 AM

Pledge of Allegiance

Pledge led by Supervisor Gogan.

PRESENTATIONS

Board of Supervisors

- 1.1 Recieved an overview of the Draft Northwest CA BLM Integrated Resource Management Plan from Pat Frost, and formed a one person Ad Hoc for Supervisor Carpenter - Harris to work with Pat to create a letter from the county.

Clerk of the Board

- 1.2 Received an update from U.S. Forest Service Ranger Tara Jones regarding matters of interest in Trinity County.

Public Comment

Received comments from Nancy, Pat Frost, Jeff Morris, and Veronica Kelly-Albiez.

REPORTS/ANNOUNCEMENTS

- 2.1
 - I. No reports received from Department Heads.
 - II. Received a report from County Administrative Officer Trent Tuthill.
 - III. Received reports from Members of the Board of Supervisors.
 - IV. Received reports from Ad Hoc:
 - A. Cannabis Ordinance

CONSENT CALENDAR

Auditor/Controller

- 3.1** Approved amendment number 7 to the agreement with CliftonLarsonAllen LLC increasing the maximum cost to the county by \$35,000, to provide professional auditing services of the County's financial records and Single Audit review for the fiscal years ending June 30, 2021, June 30, 2022, June 30, 2023, June 30, 2024, June 30, 2025, and June 30, 2026.

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

- 3.2** Approved a budget adjustment for FY 23/24 for the following departments:
- Risk Management - Dept 1890 decreasing Intra-Fund Expense by \$150;
 - General Services - Dept 1750 decreasing Intra-Fund Expense by \$861;
 - Human Resources - Dept 1250 decreasing Intra-Fund Expense by \$39,359;
 - Information Technology - Dept 1940 decreasing Intra-Fund Expense by \$583;
 - Auditor - Dept 1300 decreasing Intra-Fund Expense by \$641;
 - Treasurer/Tax Collector - Dept 1350 decreasing Intra-Fund Expense by \$367;
 - County Counsel - Dept 1600 decreasing Intra-Fund Expense by \$4;
 - Clerk/Recorder - Dept 2500 increasing Intra-Fund Expense by \$562;
 - Assessor - Dept 1400 increasing Intra-Fund Expense by \$1,631;
 - Elections - Dept 1650 increasing Intra-Fund Expense by \$493;
 - Grand Jury - Dept 2050 increasing Intra-Fund Expense by \$7;
 - District Attorney - Dept 2100 increasing Intra-Fund Expense by \$2,980;
 - Sheriff - Dept 2281 increasing Transfers In and Intra-Fund Expense by \$10,074;
 - Jail - Dept 2282 increasing Transfers In and Intra-Fund Expense by \$8,273;
 - Probation - Dept 2400 increasing Intra-Fund Expense by \$5,019;
 - Building - Dept 2480 increasing Intra-Fund Expense by \$1,640;
 - Ag Sealer -Dept 2490 increasing Intra-Fund Expense by \$1,219;
 - Coroner - Dept 2283 increasing Transfers In by \$3 and Intra-Fund Expense by \$1,561 and decreasing Interfund Expenses by \$1,558;
 - Planning - Dept 2800 increasing Intra-Fund Expense by \$2,955;
 - Animal Control - Dept 2284 increasing Transfers In and Intra-Fund Expense by \$1,682;
 - Library - Dept 6000 increasing Intra-Fund Expense by \$1,748;
 - Cooperative Extension - Dept 6200 increasing Intra-Fund Expense by \$3;
 - Veterans Services - Dept 5090 increasing Intra-Fund Expense by \$411;
 - Juvenile Hall - Dept 2460 increasing Intra-Fund Expense by \$1,236; and
 - Contributions to Others - Dept 1990 increasing Transfers Out by \$20,032

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

3.3 Approved a budget adjustment for FY 23/24 for the following departments:

- Cannabis Eradication Program - Dept. 2280 increasing Interfund Expense by \$1,971;
- National Forest Eradication - Dept. 2290 increasing Interfund Expense by \$6;
- JAG Grant Probation - Dept. 8199 increasing Interfund Expense by \$48;
- HHS Realignment - Dept. 8503 increasing Interfund Expense by \$41;
- Community Corrections Performance Incentive - Dept. 8522 increasing Interfund Expense by \$3;
- County Blood & Alcohol - Dept. 8558 increasing Interfund Expense by \$1;
- and
- SB170 Unpermitted Grows - Dept. 2116 increasing Interfund Expense by \$336.

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**

Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

3.4 Adopted Resolution Number 2023-139 which establishes Trinity County's Appropriation Limit for fiscal year 23/24.

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**

Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

Behavioral Health Services

3.5 Approved amendment number 2 to the agreement with Willow Glen Care Center, to add additional Willow Glen Facilities increase the max cost by \$100,000; to provide long-term residential care through the Willow Glen Care Center (WGCC), the Rosewood Care Center, Willow Glen Intensive Residential Care (IRC) programs, and/or services through the MHRC (Mental Health Rehabilitation Center) Sequoia Treatment Center.

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**

Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

Clerk of the Board

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

Approved the regular meeting minutes of June 6, July 18, and August 15, 2023 and special meeting minutes of June 1, July 18, and August 3, 2023 as submitted by the clerk, and amended the regular meeting minutes of June 20, 2023 item 4.1 to read: "Conducted a public hearing and did not receive any protest regarding the number of units charged to residences or businesses for the solid waste annual parcel fees. No action taken."

Motion: Dan Frasier **Second:** Ric Leutwyler **Carried**

Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

- 3.7 Adopted Resolution Number 2023-140 confirming the continuance of a local health emergency due to hazardous material concerns resulting from the 2021 fires in Trinity County.

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

- 3.8 Authorized the Chairman to sign the Trinity County Fair Operating Budget for 2024.

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

District Attorney

- 3.9 Approved a budget adjustment for FY 23/24 for Asset Seizure DA - Dept. 8588 increasing Transfers Out by \$42,200 and approved a budget adjustment for FY 23/24 for District Attorney increasing Transfers In and Services & Supplies by \$42,200.

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

Grants

- 3.10 Adopted Resolution Number 2023-141 which removes from the Administrative Department - Grants Division Capital Asset Inventory Listing Asset ID B0160, property located at 450 Oregon Street, Weaverville, CA and authorizes the CAO to sign any documents necessary to list and sell the property.

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

Health and Human Services

- 3.11 Approved an agreement with Intergovernmental Transfer regarding the transfer of Public Funds with the California Department of Health Care Services (DHCS), allowing Trinity County to participate in the Inter-Governmental Transfer (IGT) program.

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

- 3.12 Adopt Resolution Number 2023-142 authorizing an application for acceptance of the county allocation awarded under the Transitional Housing Program.

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

- 3.13** Approved and certified Trinity County Health and Human Services - Public Health Branch (TCPHB) Children's Medical Services Budget Packets for fiscal year 2023/2024.

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

Sheriff

- 3.14** *This item was pulled from consent calendar and considered separately.*

Discussed the ratification of the Sheriff's signature on the memorandum of understanding with North State Major Investigation Team (NSMIT) Central Valley California High Intensity Drug Trafficking Area (CVC HIDTA) to significantly diminish the availability and use of illegal drugs; reduce and prevent violent crimes in the NSMIT's area of responsibility, and apprehend the responsible offenders, thereby increasing public safety and directed staff to bring back to the December 19, 2023 under County Matters for further discussion.

Received comments from Tom Ballanco.

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

Transportation

- 3.15** Ratified the Director of Transportation's signature on the agreement with USDA to provide joint cooperation for Forest Stewardship, restoration, fire prevention and road maintenance.

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

- 3.16** Ratified the Director of Transportation signatures on the following agreements with PG&E for the use of Weaverville airport during their Wildfire Safety Project:
- 23-107 duration of 7/1/2023 through 8/1/2023;
 - 23-140 duration of 10/13/2023 through 10/15/2023; and
 - 23-157 duration of 11/2/2023 through 11/12/2023

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

Trinity County Transportation Commission

- 3.17** Adopted Resolution Number 2023-143 which amends the 2022 Regional Transportation Plan (RTP) to include replacing Ripple Creek Bridge (No. 05C-0006).

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

COUNTY MATTERS

Auditor/Controller

- 4.1** Approved a budget adjustment for FY 23/24 for County Audit - Dept.1101 increasing Services & Supplies by \$30,000; and approved a budget adjustment for FY 23/24 for Contingency - Dept. 9901 decreasing provisions for contingency by \$30,000.

Received comments from Assistant Auditor/Controller Christine Gaffney.

Motion: Ric Leutwyler **Second:** Heidi C Harris **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

Cannabis

- 4.2** Adopted Resolution Number 2023-144 authorizing State of California Cannabis Equity Act Grant Funding.

Received comments from Cannabis Division Director Drew Plabani, Adrian Keys, and Lisa Wright.

- 4.3** Introduced and waived the reading of an ordinance amending Trinity County Code Section 17.43 pertaining to Commercial Cannabis Cultivation Regulations.

Received comments from Cannabis Division Director Drew Plabani, Adrian Keys, Dana Hauser, Nancy Schaedler-moore, Tom Ballanco, Amanda Barragar, Veronica Kelly-Albiez, Darrel Davis, John Brower, and Ryan Tarbell

Motion: Heidi C Harris **Second:** Liam Gogan **Failed due to lack of a majority**

Nays: C Harris , Cox, Frasier, Gogan, Leutwyler

Clerk of the Board

- 4.4 Discussed setting the Board of Supervisors meeting schedule for calendar year 2024.

Set the January dates of January 3 and January 16 and directed that the remainder of the calendar be brought back to discuss switching to the 2nd and 4th Tuesday of every month.

Motion: Ric Leutwyler **Second:** Heidi C Harris **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

Human Resources

- 4.5 Changed the salary range assigned to the Employment & Training Worker Supervisor classification from M218 to M215 and directed that the salary range reflected on the Alphabetical Listing of Classifications be updated effective December 1, 2023.

Received comments from Director of HR Laila Cassis.

Motion: Dan Frasier **Second:** Liam Gogan **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

- 4.6 Took the following actions regarding classifications within the Human Resources and Risk Management Divisions effective December 1, 2023:
1. Approved revised job descriptions for and change the following classification titles:
 - a. Personnel Technician to Human Resources Technician;
 - b. Personnel Analyst I to Human Resources Analyst I;
 - c. Personnel Analyst II to Human Resources Analyst II;
 - d. Loss Prevention Specialist I to Risk Management Technician I; and
 - e. Loss Prevention Specialist II to Risk Management Technician II;
 2. Directed that said changes be made to the Alphabetical Listing of Classifications and the allocation list for the Human Resources Department;
 3. Adopted Resolution Number 2023-151 establishing salary and benefits for Non-Rep General Unit employees;
 4. Pursuant to Trinity County Code Section 2.60.360, reclassified Employee ID No. 02485 from a Personnel Analyst I to a Human Resources Analyst I, reclassified Employee ID No. 03219 from a Personnel Analyst I to a Human Resources Analyst I and reclassified Employee ID No. 03270 from a Loss Prevention Specialist I to a Risk Management Technician I.

Received comments from Director of HR Laila Cassis.

Motion: Ric Leutwyler **Second:** Liam Gogan **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

Planning and Zoning

- 4.7 Discussed and approved direction based upon the recommendation from the Planning Commission the Trinity Center should be included as part of the General Plan update.

Received comments from Pat Frost and Carol Fall.

Motion: Ric Leutwyler **Second:** Jill Cox **Carried**
Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

- 4.8 Discussed and provided direction on community boundaries to be used in the development of Community Plans as part of the General Plan Update process.

Set Douglas City Community Plan boundaries as presented with the extension of the boundary line to Poker bar Rd over to the 299 Highway.

Received comments from Assistant Project Manager Brett Gibbison, Senior Planner Bella Hedtke, Community Development Director Ed Prstley, and Matt Jefferson.

Motion: Ric Leutwyler **Second:** Jill Cox **Carried**
Ayes: C Harris , Cox, Gogan, Leutwyler
Absent: Frasier

Set Hayfork Community Plan boundaries as presented with the extension of the boundy lines to include census blocks including Peanut, which adds 3 census blocks.

Received comments from Assistant Project Manager Brett Gibbison, Senior Planner Bella Hedtke, and Community Development Director Ed Prstley.

Motion: Liam Gogan **Second:** Ric Leutwyler **Carried**
Ayes: C Harris , Cox, Gogan, Leutwyler
Absent: Frasier

Set Hyampom Community Plan boundaries as presented with the expansion of the boundry lines to include lower 3 census blocks.

Received comments from Assistant Project Manager Brett Gibbison, Senior Planner Bella Hedtke, and Community Development Director Ed Prstley.

Motion: Heidi C Harris **Second:** Ric Leutwyler **Carried**
Ayes: C Harris , Cox, Gogan, Leutwyler
Absent: Frasier

Accepted the Planning Commissions Junction City Community Plans boundaries.

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**

Ayes: C Harris , Cox, Gogan, Leutwyler
Absent: Frasier

Accept the Planning Commissions Lewiston Community Plan boundaries.

Motion: Ric Leutwyler **Second:** Liam Gogan **Carried**

Ayes: C Harris , Cox, Gogan, Leutwyler
Absent: Frasier

Accepted the Planning Commissions extended map recommendation for Post Mountain Community Plan boundaries..

Motion: Heidi C Harris **Second:** Liam Gogan **Carried**

Ayes: C Harris , Cox, Gogan, Leutwyler
Absent: Frasier

Accepted the Planning Commissions extended map recommendation for Weaverville Community Plan boundaries.

Motion: Jill Cox **Second:** Ric Leutwyler **Carried**

Ayes: C Harris , Cox, Gogan, Leutwyler
Absent: Frasier

4.9 Discussed and approved the Planning Commissions revised draft Vision and Guiding Principles for the General Plan.

Received comment from Minter Hamish Assistant Project Manager Bret Gibson.

Motion: Heidi C Harris **Second:** Ric Leutwyler **Carried**

Ayes: C Harris , Cox, Frasier, Gogan, Leutwyler

CLOSED SESSION

5.1 Government Code Section 54954.5(b) - Conference with Real Property Negotiators

Address: 105 Hawthorn St, Weaverville, Ca 96093

Agency Negotiator: Trent Tuthill and Margaret Long

Negotiating party: TBD

Under Negotiation: Price and Terms of Sale/Payment

Direction given to staff.

5.2 Government Code Section 54954.5(c) - Conference with Legal Counsel - Anticipated Litigation

No. of Cases: One

No reportable action.

5.3 Government Code Section 54954.5(c) - Conference with Legal Counsel - Existing Litigation.

Number of cases: one

- Trinity Indian Creek MHP, et al. v. Candy Hoover, et al. (Trinity County Superior Court Case No. 23 CL067).

Direction given to staff.

5.4 Government Code Section 54956.95 - Liability Claim

Claimant: Claim No. TIBZ-600127 (Employee #: 02164)

Direction given to staff.

ADJOURN

TRINITY COUNTY BOARD OF SUPERVISORS



Jill Cox, Chairman
Board of Supervisors,
County of Trinity.
State of California

Attest:

Trent Tuthill
Clerk of the Board of Supervisors

By:



Deputy