



# CONTRA COSTA COUNTY

## AGENDA

### County Service Area P-6 (Discovery Bay) Citizens Advisory Committee

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Wednesday, October 8, 2025

6:00 PM

Discovery Bay Community Center, 1601  
Discovery Bay Boulevard, Discovery  
Bay, CA 94505

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1. Roll Call and Introductions
2. Pledge of Allegiance
3. Approval of Agenda
4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
5. Agency Reports
- a. **Contra Costa Office of the Sheriff  
Contra Costa Supervisor Diane Burgis**
6. Consent Items
- a. **APPROVE Records of Action - December 5, 2024 and July 23, 2025**  
APPROVE Records of Action - December 5, 2024 and July 23, 2025 [25-4009](#)  
**Attachments:** [12-5-24 Discovery Bay P6 Record of Action](#)  
[07-23-25 Discovery Bay P6 Record of Action](#)
7. Discussion Items
- a. **DISCUSS County Training Requirements**  
DISCUSS County Training Requirements [25-3029](#)  
**Attachments:** [Training Certification 2025 \(Updated\)](#)
- b. **DISCUSS Discovery Bay P-6 Financial Projections**

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DISCUSS Discovery Bay P-6 Financial Projections

[25-3028](#)

**Attachments:** [Disco Bay FY2425 Fund Balance Estimate](#)

8. Future Agenda Items
9. Adjourn

The next meeting is currently scheduled for January 14, 2026.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 3361 Walnut Avenue, Suite 140, Brentwood, CA 94513, during normal business hours. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Claire Alaura, District Representative, 925-655-2330



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-4009

**Agenda Date:** 10/8/2025

**Agenda #:**

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Advisory Board: County Service Area P-6 (Discovery Bay)

Subject: APPROVE Records of Action - December 5, 2024 and July 23, 2025

Recommendation(s)/Next Step(s):

APPROVE Records of Action - December 5, 2024 and July 23, 2025

# CONTRA COSTA COUNTY

*1025 ESCOBAR STREET  
MARTINEZ, CA 94553*



## Meeting Minutes

**Thursday, December 5, 2024**

**5:30 PM**

**Discovery Bay Community Center, 1601 Discovery Bay Boulevard, Discovery Bay,  
CA 94505**

### **County Service Area P-6 (Discovery Bay) Citizens Advisory Committee**

**Advisory Committee**

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## 1. Roll Call and Introductions

**Present**

Jennifer Clamon Morris, Bill Fletcher, Joseph Knipp, Bob Mankin,  
and Gregory McLendon

## 2. Pledge of Allegiance

## 3. Approval of Agenda

**approved****Motion:****Mankin****Second:****Clamon Morris****Aye:****Clamon Morris, Fletcher, Knipp, Mankin, and McLendon****Result:****Passed**

## 4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers are limited to three minutes).

**Steve Strong - Inquired on how to get involved with the P-6.**

## 5. Agency Reports

**a. Contra Costa Office of the Sheriff  
Contra Costa Supervisor Diane Burgis**

**Contra Costa Office of the Sheriff - Lt. Charlene Jacquez provided an introduction and overview on the area.**

## 6. Consent Items

**a.**[24-3324](#)**Attachments:**[08-23-23 Discovery Bay P6 Record of Actions](#)**approved****Motion:****Mankin****Second:****Clamon Morris****Aye:****Clamon Morris, Fletcher, Knipp, Mankin, and McLendon****Result:****Passed**

## 7. Discussion Items

**a. DISCUSS County Training Requirements**

**Stephen Griswold, Deputy Chief of Staff, provided information on the County Training Requirements.**

**b. DISCUSS Discovery Bay P-6 Financial Projections**

**Stephen Griswold, Deputy Chief of Staff, provided information on the P-6 Financial Projections.**

**c. SELECT 2025 Chair & Vice-Chair****approved**

**Motion:** Clamon Morris  
**Second:** Mankin  
**Aye:** Clamon Morris, Fletcher, Knipp, Mankin, and McLendon  
**Result:** Passed

8. Future Agenda Items

Future agenda items from the Committee - Paycash fund and swag. Lt. Jacquez also mentioned bringing Lorena, Community Engagement, to the next meeting.

9. Adjourn

Meeting adjourned at 6:36 pm.

The next meeting is currently scheduled for January 8, 2025.

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For Additional Information Contact: Stephen Griswold, Deputy Chief of Staff, 925-655-2330.

# CONTRA COSTA COUNTY

*1025 ESCOBAR STREET  
MARTINEZ, CA 94553*



## Meeting Minutes

**CANCELED - LACK OF QUORUM**

**Wednesday, July 23, 2025**

**6:00 PM**

**Discovery Bay Community Center, 1601 Discovery Bay Boulevard, Discovery Bay,  
CA 94505**

**County Service Area P-6 (Discovery Bay) Citizens Advisory  
Committee**

1. **Roll Call and Introductions**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).**
5. **Agency Reports**
  - a. Contra Costa Office of the Sheriff  
Contra Costa Supervisor Diane Burgis
6. **Discussion Items**
  - a. [25-3028](#)  
**Attachments:** [Disco Bay FY2425 Fund Balance Estimate](#)
  - b. [25-3029](#)  
**Attachments:** [Training Certification 2025 \(Updated\)](#)
7. **Future Agenda Items**
8. **Adjourn**

The next meeting is currently scheduled for October 8, 2025 at 6:00 PM.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 3361 Walnut Blvd., Suite 140, Brentwood, CA 94513, during normal business hours. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Claire Alaura, District Representative,  
[claire.alaura@bos.cccounty.us](mailto:claire.alaura@bos.cccounty.us), (925) 655-2330.





# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3029

**Agenda Date:** 7/23/2025

**Agenda #:**

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Advisory Board: County Service Area P-6 (Discovery Bay) Citizens Advisory Committee  
Subject: DISCUSS County Training Requirements

Recommendation(s)/Next Step(s):  
DISCUSS County Training Requirements

# Training Certification for Members of County Advisory Bodies



Contra Costa County's independent and advisory body members are required to take three trainings within three months of appointment and every two years thereafter.

## Instructions:

1. **Brown Act & Better Government Ordinance Training:** This training is available as a [video](#) and [materials packet](#), or as an in-person training. Contact the Clerk of the Board at [ClerkoftheBoard@cob.cccounty.us](mailto:ClerkoftheBoard@cob.cccounty.us) or (925) 655-2000 for more information.
2. **Ethics Training:** Ethics training, also referred to as AB 1234 Local Government Official Training, is provided by the Fair Political Practices Commission (FPPC). To complete this training, please [create an account](#) and retain the certificate generated from the FPPC at the end of the training.
3. **Implicit Bias Training:** Implicit Bias Training is provided by the UCLA Office of Equity, Diversity and Inclusion through an [online video series playlist](#) (click the white "Play all" button on the left side of the webpage).

Alternatively, evidence of completion of comparable training from other jurisdictions within the most recent two years can be accepted and will satisfy of the County's training requirement for any of the above courses.

## Certification

By signing below, I certify that on \_\_\_\_\_ (date), I have watched or attended the entire training titled "**The Brown Act And Better Government Ordinance**" OR have completed an alternative training program.

By signing below, I certify that on \_\_\_\_\_ (date), I completed the Fair Political Practices Commission (FPPC) training "**Ethics for Local Government Officials.**" I have received the certificate of completion OR have completed an alternative training program.

By signing below, I certify that on \_\_\_\_\_ (date), I watched the seven videos in the UCLA "**Implicit Bias Video Series**" OR have completed an alternative training program.

\_\_\_\_\_  
(Name of Advisory Body)

\_\_\_\_\_  
(Name of Member)

\_\_\_\_\_  
(Date)

## **\*\*RETURN THIS CERTIFICATION TO STAFF FOR YOUR ADVISORY BODY\*\***

Your training completion status will be included in your advisory body's Annual Report and Triennial Review to the Contra Costa County Board of Supervisors. The chair or staff to your advisory body must keep all certifications on file.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3028

**Agenda Date:** 7/23/2025

**Agenda #:**

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Advisory Board: County Service Area P-6 (Discovery Bay) Citizens Advisory Committee  
Subject: Discovery Bay P-6 Financial Projections

Recommendation(s)/Next Step(s):  
DISCUSS Discovery Bay P-6 Financial Projections

# DISCOVERY BAY ZONES FINANCIAL PROJECTION

	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Est Actual	FY 24-25 Est Estimate	FY 25-26 Est Estimate	FY 26-27 Est Estimate	FY 27-28 Est Estimate
<b>BEGINNING FUND BALANCE:</b> Discovery Bay Zones 500-505 CAB	<b>1,109,397.58</b>	<b>1,187,466.56</b>	<b>1,476,305.37</b>	<b>1,667,313.50</b>	<b>1,791,696.41</b>	<b>1,871,629.14</b>	<b>1,905,389.17</b>
<b>Total Beginning Fund Balance</b>	1,109,397.58	1,187,466.56	1,476,305.37	1,667,313.50	1,791,696.41	1,871,629.14	1,905,389.17
<b>REVENUE:</b>							
Property Tax	870,457.00	911,189.00	947,015.33	942,709.81	962,709.81	982,709.81	1,002,709.81
Interest Earnings	354.00	29,595.00	0.00	500.00	500.00	500.00	500.00
Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenue</b>	<b>870,811.00</b>	<b>940,784.00</b>	<b>947,015.33</b>	<b>943,209.81</b>	<b>963,209.81</b>	<b>983,209.81</b>	<b>1,003,209.81</b>
<b>EXPENDITURES:</b>							
Salaries & Benefits	696,422.45	550,452.91	656,193.98	689,003.68	723,453.86	759,626.56	797,607.88
Vehicle Fleet Charges	42,231.57	55,022.28	30,925.22	40,925.22	50,925.22	60,925.22	70,925.22
Air Support	54,081.00	46,357.00	68,888.00	88,888.00	108,888.00	128,888.00	148,888.00
Investment Charge	7.00	113.00	0.00	10.00	10.00	10.00	10.00
<b>Total Expenditures</b>	<b>792,742.02</b>	<b>651,945.19</b>	<b>756,007.20</b>	<b>818,826.90</b>	<b>883,277.08</b>	<b>949,449.78</b>	<b>1,017,431.10</b>
<b>SURPLUS/(DEFICIT):</b>							
<b>Total Rev. Less Total Exp.</b>	78,068.98	288,838.81	191,008.13	124,382.91	79,932.73	33,760.03	(14,221.29)
<b>ENDING FUND BALANCE:</b>							
<b>Total Ending Fund Balance</b>	<b>1,187,466.56</b>	<b>1,476,305.37</b>	<b>1,667,313.50</b>	<b>1,791,696.41</b>	<b>1,871,629.14</b>	<b>1,905,389.17</b>	<b>1,891,167.88</b>

## Notes/Assumptions:

Estimated \$20k Revenue increase and stagnant interest revenue

Estimated \$10k increase in Fleet and \$20k Air Support (both can vary significantly)

Estimated 5% Salary & Benefit Increase.

UPDATED 6/30/25