

Administration  
925.335.7899  
925.335.7893 fax

Elections Division  
925.335.7800  
925.335.7836 fax

**Contra Costa County**  
**Clerk-Recorder-Elections Department**

555 Escobar Street  
Martinez, CA 94553

Joseph E. Canciamilla  
County Clerk-Recorder  
and Registrar of Voters

Scott O. Konopasek  
Assistant County Registrar



May 1, 2018

Michael R. Davies, General Manager  
Town of Discovery Bay Community Services District  
1800 Willow Lake Rd  
Discover Bay, CA 94505

Dear Michael R. Davies,

Our office is currently preparing for the General Election to be held on November 6, 2018. As you are aware, your district has positions that are up for election. The official filing period begins July 16, 2018 and ends August 10, 2018.

Included in this packet is a copy of the "City, School and Special Districts Guide". This guide provides information regarding important dates, candidate statement costs and the election process.

Enclosed you will find the following forms:

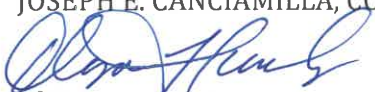
- (2) Elected Officials and Terms of Office Report
- Special District Worksheet
- Sample Resolution Containing Election Order

Please complete and return to us the "Elected Officials and Terms of Office Report", "Special District Worksheet", and an executed "Resolution Containing Election Order" by July 5, 2018.

To insure we have the correct boundary lines for your district, we are requesting a district map in a Shapefile or PDF format that clearly outlines your district's boundary lines. Please provide the map or file by May 15, 2018. Maps may be emailed directly to our mapping division at [data.map@vote.cccounty.us](mailto:data.map@vote.cccounty.us).

If you have any questions, please contact me at (925) 335-7804.

Respectfully,  
JOSEPH E. CANCIAMILLA, COUNTY CLERK-RECORDER, REGISTRAR

  
Olga Hernandez  
Elections Services Specialist

Enclosures

## Elected Officials and Terms of Office

Please refer to the accompanying instructions for important information and instructions, **before** completion.

**District Info: Town Of Discovery Bay Community Services District**  
 1800 Willow Lake Road  
 Discovery Bay CA 94505  
 (925)634-1131 x

**April 26, 2018**

**Contact 1: Michael R. Davies**  
 General Manager

**Contact 2:**

*Phone:* (925)634-1131  
*Fax:* (925)513-2705  
*Email:* mdavies@todb.ca.gov

*Phone:*  
*Fax:*  
*Email:*

Ballot Heading(s):	Party	Elected/ Appointed	Term of Office
DISTRICT			
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT			
<b>Director</b>		Elected	12/5/2014 to 12/6/2018
	Robert Jeffrey Leete		
	<i>Phone:</i>	<i>Fax:</i>	
	<i>Email:</i>		
	<i>Web:</i>		
<b>Director</b>		Elected	12/5/2014 to 12/6/2018
	Joseph Kevin Graves		
	<i>Phone:</i>	<i>Fax:</i>	
	<i>Email:</i>		
	<i>Web:</i>		
<b>Director</b>		Elected	12/5/2014 to 12/6/2018
	Vernon Christopher Steele		
	<i>Phone:</i>	<i>Fax:</i>	
	<i>Email:</i>		
	<i>Web:</i>		
<b>Director</b>		Elected	12/2/2016 to 12/4/2020
	William Robert Pease		
	<i>Phone:</i> (510)928-5620	<i>Fax:</i>	
	<i>Email:</i> bpease@sbcglobal.net		
	<i>Web:</i>		
<b>Director</b>		Elected	12/2/2016 to 12/4/2020
	William Perry Mayer		
	<i>Phone:</i> 5102077600	<i>Fax:</i>	
	<i>Email:</i> bmayer126@comcast.net		
	<i>Web:</i>		

I have reviewed all information contained on this form and have indicated any changes necessary.

*Signature*

**Please Fax back to the number provided  
 in the instructions.**

**Thank you for your help!**

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Signature

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in the instructions.**

**Thank you for your help!**

NOTICE TO THE COUNTY ELECTIONS OFFICIAL – SPECIAL DISTRICT WORKSHEET

NOVEMBER 6, 2018 GENERAL ELECTION

Town of Discovery Bay Community Services District

The NOTICE TO THE COUNTY ELECTIONS OFFICIAL – SPECIAL DISTRICT WORKSHEET must be completed and returned no later than (E-125) July 5, 2018. Answers to questions on this worksheet must be included in the body of the resolution. *EC 10509*

1. INCUMBENT INFORMATION

I have reviewed the attached Elected Officials and Terms of Office information for the elective officers of the district according to our records. (Check where applicable)

- The information is correct
- The information is incorrect. I have marked needed changes and have listed the dates of vacancy and appointments if they are different from the information on the form.

Number of Full Term seats up for election: \_\_\_\_\_

Number of Short Term seats up for election: \_\_\_\_\_

2. HOW ARE YOUR BOARDMEMBERS ELECTED?

- At Large
- By District (Please assign incumbents to districts.)

3. CANDIDATE STATEMENT

Candidate statement costs can be found in the "2018 City, School and Special Districts Guide" on Attachments C-1 to C-2. Statement costs are based on 250 words. Statements over 250 words will double in price.

a) The following will pay for the candidate statement:

- District
- Candidate

b) The Candidate Statement is limited to 250 words.

4. ACTION TO BE TAKEN IN THE EVENT OF A TIE VOTE EC 15651

- In the event of a tie vote, the winner shall be determined by lot at a time and place designated by this board.
- In the event of a tie vote, the governing board shall call a run-off election on the sixth Tuesday following the election at which the tie vote occurred.

5. QUALIFICATIONS FOR OFFICE AS REQUIRED BY THE DISTRICT'S PRINCIPAL ACT

Registered voter \_\_\_\_\_  
 Lives in District \_\_\_\_\_

6. DISTRICT BOUNDARIES

- There have been boundary changes. Please email a district map in a Shapefile or PDF format that clearly outlines your district's boundary.
- There have been NO boundary changes. Please email a district map in a Shapefile or PDF format that clearly outlines your district's boundary.

*Please email maps to data.map@vote.cccounty.us.*

The last day for district boundary changes for the November 6, 2018 Election is (E-130) June 29, 2018.  
EC 12262

7. RESOLUTION CONTAINING ELECTION ORDER EC 10002

- Enclosed is the resolution adopted by the District Board members. The resolution must include the date of the Election and the purpose of the Election.

May 16, 2018  
 \_\_\_\_\_  
 DATE

*Michael R. Davies*  
 \_\_\_\_\_  
 SIGNED

Michael R. Davies

PRINTED NAME

1800 Willow Lake Road, Discovery Bay, CA 94505

MAILING ADDRESS

925-634-1131

AREA CODE / PHONE NUMBER





**SPECIFICATIONS OF THE ELECTION ORDER**

1. The Election shall be held on Tuesday, the 6th day of November 2018. The purpose of the election is to choose members of the board of directors or councilmembers for the following seats: (List offices and terms)


2. The District has determined that the \_\_\_\_\_ will pay for the Candidate's  
(District or Candidate)

Statement. As a condition of having the Candidate's Statement published, the candidate shall/may pay the costs at the time of filing. The District hereby establishes the cost for a candidate statement as the following:  
\$\_\_\_\_\_

3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, **and to the Board of Supervisors.**
7. **THE FOREGOING RESOLUTION WAS ADOPTED** upon motion of Director \_\_\_\_\_

Seconded by Director \_\_\_\_\_, at a regular meeting on this day of \_\_\_\_\_, 2018, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

DATED: \_\_\_\_\_

\_\_\_\_\_  
DISTRICT SECRETARY  
District