

TRANSYLVANIA COUNTY BOARD OF ELECTIONS

MEETING MINUTES

October 3, 2019

The scheduled meeting of the Transylvania County Board of Elections was called to order at 10:00 am on Thursday, October 3, 2019 at 150 South Gaston Street, Brevard, NC 28712.

Present

Board Members:

Sara Champion, Chair
Lee McMinn, Secretary
David Morrow
Michael Wainwright

Staff:

Jeff Storey, Director
Laura Owen, Deputy Director
Bria Bailey, Deputy Director

Absent: Pam Dashiell

Visitors: Kathleen Barnes, Pam Fry, Kevin Jones, Kathleen Santeiro

Approval and Review of Previous Minutes

Mr. Wainwright made a motion to approve the minutes from September 5, 2019 and September 20, 2019. Secretary McMinn seconded. The motion unanimously carried.

Preliminary resolution for ADA equipment

Director Storey presented the board with a draft of the preliminary resolution for ADA equipment. The resolution included an itemized list of costs associated with the purchase of the ES&S 5.2.2.1 voting system and language asking the Board of County Commissioners to release the reserved funds contingent upon the successful completion of testing. Secretary McMinn asked why recurring costs for coding were included in the request. Director Storey explained the coding costs are specific to the new system for the March primary and recurring costs will be included beginning in the next fiscal year budget. Chair Champion informed the public the new equipment purchase is for ADA compliance and will be used in conjunction with the DS200 paper ballot machines purchased last May. Director Storey added that the Balotar ballot on demand system is being requested for early voting to avoid requiring preprinted paper ballots. **Mr. Wainwright moved to adopt the resolution as presented. Secretary McMinn seconded. The motion unanimously carried.** Public asked how much the Balotar system would cost. Director Storey responded that the intention is to buy two with each system costing roughly \$14,000 each. Chair Champion added that the funds have been reserved in anticipation of purchasing new voting equipment and just need to be released by the county commissioners.

Ballot on demand demonstration

Director Storey informed the board that technical difficulties with the equipment borrowed from Buncombe county would prohibit a live demonstration, but Buncombe County had agreed to record a video to present to the board in the future. There were multiple procedural questions

regarding Balotar that were answered by Deputy Director Bailey, who walked the board through the process of using the ballot on demand system. Secretary McMinn asked if we may need to purchase more than two printers for early voting. The director indicated two should be enough along with the printer already owned by the Board of Elections but stated it will be monitored during the primary to determine if additional equipment is warranted. Mr. Storey mentioned it could be included in the next fiscal year budget and purchased before the 2020 General. Chair Champion voiced concerns with having a backup printer on site. Ms. Bailey stated the two-printer set up has automatic failover. The director added the ballot printer in the programming room could be used to print more ballots in an emergency and has available ballot stock on site. Director Storey and Deputy Director Bailey summarized the check-in process for early voting and election day to clear some lingering confusion with the procedures.

Absentee Board Meeting dates

The director presented the board with the proposed absentee meeting dates. Chair Champion suggested amending the schedule to drop the November 1 meeting. **Secretary McMinn moved to approve the absentee board meeting schedule as amended. Mr. Morrow seconded. The motion unanimously carried.**

DIRECTOR UPDATES

- **Buncombe County visit** – Director Storey mentioned the District 1 staff meeting hosted by Buncombe County was very informative. All elections staff attended the event where the Buncombe County Board of Elections provided best practices, ideas, and procedures involved with running elections with a paper ballot system. The afternoon was concluded with a presentation from the North Carolina National Guard Cybersecurity Division.

The director showed the board a revamped chain of custody form inspired by the Buncombe county meeting. Director Storey commended the hard work of Deputy Directors Laura Owen and Bria Bailey regarding the team effort involved with transitioning to paper ballots. Mr. Storey walked the board through several of the processes that will be used by the precinct officials to reconcile ballots, authorization to vote forms, and supporting materials. The board also learned the changes to closing the polling site and election night returns.

- **Precinct Training** – The board was reminded the precinct official training will be on October 10, 2019 at 6 pm. Staff will have a mock precinct in the large conference room to walk through the entire process from the time the voter checks in to when the voter exits. The director will also provide legislative and administrative updates, but the focus will be on the new equipment procedures.
- **Public Demonstration of New Equipment** - Director Storey stated a public demonstration of the new voting equipment will take place before the end of the year and that dates will be finalized soon. The director plans to hold another demonstration in January 2020.

- **Photo ID Seminars** – The State Board of Elections provided public voter ID seminars last August for Transylvania County and it is unknown what future seminar dates are planned at the state level. Regardless, the director plans to have voter ID seminars in January along with the new equipment demonstrations.
- **Redistricting Update** – Director Storey said there were no official updates from the State Board regarding the redistricting court battle. Chair Champion mentioned if the court does not approve the new maps, the state contests could be pulled from the March Primary and held later.
- **Other Updates** - The director informed the board one of the two Unity computers for the IVotronic machines has died and a backup has been installed. The equipment will no longer be used after this election.

Board and Public Comment

Kathleen Barnes asked when the one stop early voting hours will be determined for the primary. Director Storey stated it would happen after candidate filing in December. It was asked when candidate filing begins. The director responded that it will be from December 2 to December 20, 2019.

Ms. Barnes commented that the State Board Voter ID poster does not highlight the easiest method for obtaining a photo ID and that there is still some confusion with the process. Director Storey indicated that anyone with questions can contact the State or county office to get answers regarding Voter ID. Mr. Storey also mentioned more voter ID seminars are planned to educate the voter.

Pam Fry asked about unaffiliated voters being aware they are eligible to vote in the primary. The director responded that most people living in the county are aware, but new residents from other states may not know. That question is included on the Transylvania County Board of Elections FAQ section and the director stated it can be made to be more prominent on the site.

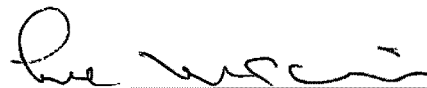
Ms. Barnes suggested having the college newspaper run an article answering questions related to voter ID and other topics. The director mentioned the board is open to using various methods to reach out to voters including seminars, circulations, social media, and the website.

Ms. Fry asked about the process for obtaining a voter ID card at the Board of Elections office. The public was given a copy of the request form and shown how the process works.

Ms. Fry asked what offices will be on the ballot in the 2020 General. Director Storey mentioned that information is on the website but provided a hard copy.

On a motion by Chair Champion, seconded by David Morrow, the meeting was adjourned at 11:08 am. The next scheduled meeting will be at 5 pm on October 15, 2019, at 150 South Gaston Street, Brevard, NC 28712.

Respectfully submitted,



Lee McMinn, Secretary

Sara G. Champ
Sara G. Champion, Chair

David P. Morrow
David P. Morrow, Member

Approved - Pam Dashiell
Pam Dashiell, Member

Michael Wainwright, Member

Approved by Board on: _____

Transylvania County Election Center

A RESOLUTION TO PRELIMINARILY RECOMMEND TO THE TRANSYLVANIA COUNTY BOARD OF COMMISSIONERS THE ADOPTION AND ACQUISITION OF VOTING EQUIPMENT

WHEREAS, the Transylvania County Board of Commissioners, with the approval of the Transylvania County Board of Elections, may adopt and acquire only a voting system of a type, make, and model certified by the State Board for use in some or all voting places in the county at some or all elections in accordance with G.S. 163-165.8;

WHEREAS, the Transylvania County Board of Elections must recommend the adoption and acquisition of any voting system by the Transylvania County Board of Commissioners after completing the requirements in G.S. 163-165.9(a);

WHEREAS, the Transylvania County Board of Elections must recommend to the Transylvania County Board of Commissioners which type of voting system should be acquired by the county, pursuant to G.S. 163-165.9(a)(1);

WHEREAS, the Transylvania County Board of Elections has witnessed a demonstration, in the county or at a site designated by the State Board of Elections, of the type of voting system being recommended, and has also witnessed a demonstration of at least one other type of voting system certified by the State Board of Elections as required by G.S. 163-165.9(a)(2);

WHEREAS, the Transylvania County Board of Elections has directed staff to test, during an election in the 2019 Municipal, the proposed voting system in at least one precinct in Transylvania County, as required by G.S. 163-165.9(a)(3);

WHEREAS, the Transylvania County Board of Elections will seek approval from the State Board of Elections prior to replacing any voting system, pursuant to G.S. 163A-165.9(b)(3);

WHEREAS, the Transylvania County Board of Elections has requested funds in the past to fund the purchase of new voting equipment; and will request release of Phase II funds for the purchase of ADA compatible ballot marking devices.

WHEREAS, the Transylvania County Board of Elections plans to make a final recommendation to the Transylvania County Board of Commissioners on the adoption and acquisition of a voting system at its first available board meeting after the successful completion of a required test in an election.

BOARD OF ELECTIONS
Sara G. Champion, Chair
Lee McMinn, Secretary
David P. Morrow
Pamela B. Dashiell
Michael H. Wainwright

Transylvania County Election Center

DIRECTOR OF ELECTIONS
Jeff Storey
828-884-3114
Fax: 828-884-8682

150 South Gaston Street
Brevard, NC 28712

THEREFORE BE IT RESOLVED that the Transylvania County Board of Elections hereby preliminarily recommends that the Transylvania County Board of Commissioners adopt and acquire the following certified voting equipment pursuant to G.S. 163-165.9(a)(1):

Voting Type: EVS 5.2.2.0
Vendor: Elections Systems & Software (ES&S)
Number of Units: 20
Cost Per Unit: \$3500
Total Unit Cost: \$70,000

Total Phase II cost: \$139,732 (see itemized attachment)

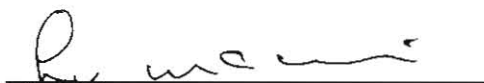
TRANSYLVANIA COUNTY

BOARD OF ELECTIONS



Sara G. Champion, Chair

ATTEST:



Lee McMinn, Secretary



David P. Morrow, Member

Pamela B. Dashiell, Member



Michael H. Wainwright, Member

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PUBLIC NOTICE

TRANSYLVANIA COUNTY BOARD OF ELECTIONS SCHEDULE OF ABSENTEE MEETINGS

The following is a list of the days and dates on which the Transylvania County Board of Elections will meet (if necessary) to approve the applications for absentee ballots for the 2019 Municipal Election to be held on Tuesday, November 5, 2019. The meetings will be held at the Election Center, 150 S. Gaston Street, Brevard, pursuant to G.S. 163-230.1(c1). Other business may be transacted by the Board at this time.

- Tuesday, October 15 at 5:00 PM
- Tuesday, October 22 at 5:00 PM
- Tuesday, October 29 at 5:00 PM
- Monday, November 4 at 5:00 PM
- Tuesday, November 5 at 2:00 PM
- Monday, November 11 at 5:00 PM (supplemental executed absentee ballots)

Sara Champion, Chair

Transylvania County Board of Elections