BUNCOMBE COUNTY BOARD OF ELECTIONS
MINUTES OF FEBRUARY 5, 2014

THE BUNCOMBE COUNTY BOARD OF ELECTIONS MET ON FEBRUARY 5, 2014 AT 3:00 P.M., AT 35 WOODFIN STREET, MEETING ROOM #330, IN ASHEVILLE NORTH CAROLINA, WHERE AND WHEN THE FOLLOWING BUSINESS WAS TRANSACTED:

MEMBERS PRESENT:
Jay Watson, Chairman
Bob Knapp, Secretary
Lucy Smith, Member

STAFF PRESENT:
Trena Parker, Director
Rachel Rathbone, Staff
Victoria Leyva, Staff
Jennifer Sparks, Staff

VISITORS: Jake Quinn

The meeting was called to order at 3:00 p.m. Jay welcomed everyone and opened the floor to public comment. Jake Quinn stated he was interested in the agenda and he appreciates the BOE staff and all their hard work.

The Board reviewed the minutes of November 12, 2013. Bob moved to approve the Minutes of November 12, 2013 as written. The motion passed unanimously.

The Board reviewed the proposed 2014 board meeting schedule. Bob questioned why the meetings have to be held at 5:30 p.m. Lucy stated the board needs to accommodate the Chairman since he works during the day and could not attend meetings held during working hours. Bob stated that he would be unable to attend the meetings held on April 22nd and 29th, May 3rd, and October 14th since he will be out of town. Bob expressed concern that staff would need to be paid overtime for attending the meeting after work hours. Lucy inquired as to why there is not a meeting scheduled in March. Jay added that they would consider the possibility of adding a March meeting. Bob moved to approve the meeting schedule. The motion passed unanimously. (Attached)

Trena presented the Board with the proposed May One-Stop Plan. She brought to the Boards' attention the SBOE numbered memo which allows counties to request a reduction in the number of hours, and explained that in 2010 Buncombe County had 848 hours and noted by comparison that Wake County had a total of 452 hours in 2010 and Forsyth County had a total of 283 hours. After much discussion a vote was called which did not pass unanimously. The proposed One-Stop plan was discussed further by the Board. Bob motioned to approve the One-Stop plan, and the motion was approved unanimously.

Trena presented the budget request document for FY15. (Attached) Trena advised that we are not expecting revenue since we are not conducting elections for any municipalities. Jay asked why the 2012/2013 overtime went over budget. Trena explained that this was partially due to the recounts and the various additional meetings pertaining to the recount. Bob questioned why there was an increase in the group insurance. Trena responded that the figure for that line is set by the Human Resource Department.

Trena advised that this budget reflects a raise in One-Stop worker pay from $10.00/hour to $12.00/hour for captains and $9.00/hour to $10.00/hour for workers. Trena stated that One-Stop workers had not received a pay increase since One-Stop voting began in 2000. She provided figures outlining Wake County's hourly pay for captains at $13.00/hour and $10.00/hour for workers, Henderson County's hourly wage at $13.00/hour for captains and $12.00/hour for workers, Guilford County hourly wage at $13.00/hour for workers and $11.00-$12.00/hour for workers, and Mecklenburg County pays $18.00/hour for captains and $12-15/hour for workers. An extra training session for judges costing $25.00/person and adding one extra assistant in each precinct to help keep the lines down due to election law changes is also included.

Trena explained that the budget did not include the decrease in the ballot printing line due to ballot on demand. Trena added that she is planning to submit a request to SBOE to reduce the required amount of preprinted ballots that must be kept on hand.

Trena advised the Board that she has looked into the recording equipment. The estimated cost would be approximately $15,000. This amount could be added to the budget document if the board chooses to have the equipment installed. Bob moved to approve the FY15 budget request as presented. The motion passed unanimously.

Trena informed the Board that the County Attorney and the county's Human Resources Director had reviewed the memorandum of understanding. The county's Human Resources Director, Rob Thornberry, expressed some concerns. Jay stated that he would like to speak with Mr. Thornberry further to better understand the consequences of enacting the memorandum.

Trena offered her availability to speak with any organization regarding the VIVA law.

Bob inquired as to when an internal department audit was last performed. Trena advised that the previously mentioned "Wellness Check" (SBOE's internal audit) is completed every 2 years with the last one occurring in 2012. She added that she would be glad to get a hard copy from the SBOE for the board. Bob asked if the county performs an internal audit on the department. Trena stated that she spoke to the County Auditor, Tim Flora. Tim suggested board members call Donna Clark if they would like to discuss the various types of internal controls. He added that the county audit process is one of the more sophisticated processes in the state.

The meeting adjourned at 4:45 p.m.

_____
Jay Watson, Chairman

_____
Bob Knapp, Secretary

_____
Lucy Smith, Member

Buncombe County Election Services

2014 Board Meeting Schedule

All public meetings conducted by the Buncombe County Board of Elections are held at 35 Woodfin Street, Asheville NC, Meeting Room #330

Schedule of Regular Meetings:

March
TBA

Schedule of Required Meetings for Absentee Purposes:

G.S. 163-230.1 (c1)

Primary

Tuesday, April 15th-Absentee Meeting 5:30 p.m.
Machine testing

Tuesday, April 22nd-Absentee Meeting 5:30 p.m.

Tuesday, April 29th -Absentee Meeting 5:30 p.m.

Saturday, May 3rd-Absentee Meeting 1:00 p.m.

Tuesday, May 6th-Primary Election Day

Monday, May 12th-Absentee Meeting 8:30 a.m.
(G.S. 163-232.1 (c))

Tuesday, May 13th-Canvass 11:00 a.m.

General

Tuesday, Oct 14th-Absentee Meeting 5:30 p.m.
Machine testing

Tuesday, Oct 21st -Absentee Meeting 5:30 p.m.

Friday, Oct 24th-Absentee Meeting 5:30 p.m.

Tuesday, Oct 28th-Absentee Meeting 5:30 p.m.

Saturday, Nov 1st-Absentee Meeting 1:00 p.m.

Tuesday, Nov 4th-General Election Day

Monday, Nov 10th-Absentee Meeting 8:30 a.m.
(G.S. 163-232.1 (c))

Friday, Nov 14th-Canvass 11:00 a.m.

Budget Request
Board of Elections Revenues

Revenue

Account Description	Account Number	2013		2014		2015		
		Amended	Actual	Original	Amended	Salaries Requested	Requested	Variance
A HAVA GRANT - ELECTIONS	1034170-333004-1041	0	-10,435	0	0	0	0	0
BOARD OF ELECTION FEES	1034170-341033-1041	-1,000	-502	-3,000	-3,000	0	-1,500	1,500
BOARD OF ELECTION FILING FEES	1034170-341034-1041	-250	-65	-12,000	-12,000	0	-100	11,900
ELECTION COST REFUNDS	1034170-389020-1041	0	-104	-300,000	-300,000	0	0	300,000
Revenue Total		-1,250	-11,106	-315,000	-315,000	0	-1,600	313,400

Revenue Memo: no municipal elections

		Amended	Actual	Original	Amended	Requested	Change From Prior Yr	Variance
Board of Elections Revenues Total		-1,250	-11,106	-315,000	-315,000	-1,600	313,400	313,400

Elections

Salary

Account Description	Account Number	2013		2014		2015		
		Amended	Actual	Original	Amended	Salaries Requested	Requested	Variance
SALARIES & WAGES--REGULAR	1041700-412100-0000	281,065	304,395	294,392	294,392	300,762	300,762	0
SALARIES & WAGES--OVERTIME	1041700-412200-0000	40,000	54,738	40,000	40,000	40,000	30,000	-10,000
SALARIES & WAGES--TEMPORARY	1041700-412600-0000	414,828	415,399	363,916	363,916	363,916	323,322	-40,594
SALARIES & WAGES--LONGEVITY	1041700-412700-0000	7,129	9,983	11,429	11,429	12,864	12,864	0
SUPPLEM RETIREMENT--401(K)	1041700-413400-0000	25,685	23,526	26,751	26,751	27,261	27,261	0
FICA EXPENSE	1041700-418100-0000	56,497	55,811	54,295	54,295	54,892	54,892	0
RETIREMENT EXPENSE	1041700-418200-0000	22,120	21,905	24,450	24,450	25,001	25,001	0
GROUP INSURANCE	1041700-418300-0000	67,980	57,521	67,980	67,980	67,980	67,980	0

One Step Workers: Current - Capt $10⁰⁰   Proposed $12⁰⁰
Worker $9⁰⁰ $10⁰⁰

Judges Training: Proposed $25⁰⁰ @

Page: 1

Account Description	Account Number	2013		2014		2015		
		Amended	Actual	Original	Amended	Salaries	Requested	Variance
LIFE INSURANCE	1041700-418400-0000	410	388	410	410	410	410	0
UNEMPLOYMENT COMPENSATION	1041700-418500-0000	2,811	2,811	2,944	2,944	3,008	3,008	0
WORKERS COMPENSATION	1041700-418600-0000	2,670	2,670	2,670	2,670	3,150	3,150	0
Salary Total		921,195	949,147	889,237	889,237	899,244	848,650	-50,594

Salary Memo: This budget reflects a raise for early voting workers. $12 for Captains, and $10 for other workers. Their work has become more complex and their work days will be much more action packed, with the shortened early voting period. We will still remain behind many counties in pay.

Operating Expense

Account Description	Account Number	2013		2014		2015		
		Amended	Actual	Original	Amended	Salaries	Requested	Variance
PROFESSIONAL SERVICES	1041700-419000-0000	1,700	4,708	1,700	1,700	0	1,700	0
UNIFORMS	1041700-421200-0000	750	981	500	500	0	500	0
AUTO SUPPLIES	1041700-425000-0000	2,500	0	2,500	2,500	0	2,500	0
MOTOR FUELS	1041700-425100-0000	2,600	569	2,600	2,600	0	1,500	-1,100
OFFICE SUPPLIES	1041700-426000-0000	117,503	92,828	60,578	60,578	0	53,929	-6,649
DATA PROCESSING SUPPLIES	1041700-429100-0000	30,000	2,696	30,000	30,000	0	55,050	25,050
TRAVEL	1041700-431100-0000	20,500	31,906	20,500	20,500	0	20,000	-500
TELEPHONE	1041700-432100-0000	20,000	23,401	20,000	20,000	0	20,000	0
POSTAGE	1041700-432500-0000	28,747	42,946	39,450	39,450	0	30,212	-9,238
PRINTING	1041700-434000-0000	64,747	86,851	54,067	54,067	0	30,671	-23,396
BALLOT PRINTING	1041700-434000-0417	97,775	75,736	130,000	130,000	0	66,300	-63,700
MAINT & REPAIR--BLDG & GROUND	1041700-435100-0000	8,000	201	12,000	12,000	0	5,000	-7,000
MAINT & REPAIR--EQUIPMENT	1041700-435200-0000	94,617	97,746	96,000	96,000	0	110,000	14,000
LEGAL ADVERTISING	1041700-439100-0000	6,000	2,324	6,000	6,000	0	8,000	2,000
CONTRACTED SERVICES	1041700-439900-0000	57,500	56,075	29,000	29,000	0	16,152	-12,848

		2013		2014		2015			
Account Description	Account Number	Amended	Actual	Original	Amended	Salaries	Requested	Change From Prior Yr	Variance
MACHINE DELIVERY	1041700-439900-0010	32,200	31,282	32,200	32,200	0	23,000		-9,200
RENTAL--OFFICE SPACE	1041700-441300-0000	28,466	29,086	24,000	24,000	0	24,724		724
RENTAL--COPIERS	1041700-443100-0000	3,500	2,502	3,500	3,500	0	3,500		0
INSURANCE & BONDS	1041700-445000-0000	7,952	11,511	18,158	18,158	0	18,158		0
CLAIMS/BENEFIT PAYMENTS	1041700-449800-0000	450	450	450	450	0	450		0
OPEB	1041700-449900-0080	0	5,836	0	0	0	0		0
Operating Expense Total		625,507	599,635	583,203	583,203	0	491,346		-91,857

Operating Expense Memo: only one countywide election

		Amended	Actual	Original	Amended	Requested	Change From Prior Yr	Variance
Elections Total		1,546,702	1,548,782	1,472,440	1,472,440	1,339,996	-132,444	-142,451

	Amended	Actual	Original	Amended	Requested	Change From Prior Yr	Variance
Revenues Total	-1,250	-11,106	-315,000	-315,000	-1,600	313,400	313,400

	Amended	Actual	Original	Amended	Requested	Change From Prior Yr	Variance
Salaries Total	921,195	949,147	889,237	889,237	848,650	-40,587	-50,594
Operating Expense Total	625,507	599,635	583,203	583,203	491,346	-91,857	-91,857
Capital Total	0	0	0	0	0	0	0
Program Support Total	0	0	0	0	0	0	0
Expenditures Total	1,546,702	1,548,782	1,472,440	1,472,440	1,339,996	-132,444	-142,451

	Amended	Actual	Original	Amended	Requested	Change From Prior Yr	Variance
Cost To County	1,545,452	1,537,676	1,157,440	1,157,440	1,338,396	180,956	170,949

Election Services

John D. Watson III	Robert W. Knapp	Lucy Smith	Trena Parker
Chairman	Secretary	Member	Director

Executive Director
Kim Westbrook Strach
NC State Board of Elections
441 North Harrington Street
Raleigh NC 27603

February 5, 2014

Dear Director Strach,

The Buncombe County Board of Elections would like to request a reduction of 282 hours in the number of required cumulative hours for early voting for the May 2014 election. The resolution for this request was unanimously approved upon a motion made by ___Robert Knapp___ at the county board meeting held on February 5, 2014 at 3:00 p.m. Factors supporting this board's determination are as follows:

1) Early voting in 2010 was conducted with eight early voting sites. Only 4,823 people took advantage during the 848 hours of operation. The sites were highly underutilized throughout the early voting period. (See page 2)

2) Several of the planned 2014 early voting sites are preferable to the sites that were used in 2010. The Parks and Recreation Building, although east, was located off of a secondary road. The Jupiter Fire Department, located north, proved to be too remote to be convenient to the dense voting population of the northern region. (See page 2)

3) The Board is proposing to utilize two non-public buildings as one-stop sites due to the fact that other equally suitable sites were not available. The sites chosen will not unfairly advantage or disadvantage geographic, demographic, or partisan interests in Buncombe County.

4) The 2014 early voting sites have been chosen for their preferable locations and their availability for all 2014 elections. The secondary north, south, east, and west locations are strategically selected for the purpose of alleviating the high traffic voting sites used in May of 2010.

5) Approximately 25% of the overall expected turnout (15%) will vote early, possibly resulting in as many as 7,000 early voters. The 15% anticipated turnout, a 3% increase from 2010, is projected as a result of three new County Commissioner races.

In conclusion, the voter traffic is not high enough to justify an exact match of the cumulative one-stop hours offered in 2010. The Buncombe County Board of Elections is proposing eight early voting sites to accommodate the expected turnout for the 2014 Primary. We feel confident that 8 early voting sites and 566 operational hours will allow us to adjust to the shortened time period and to serve the 7,000 expected early voters efficiently.
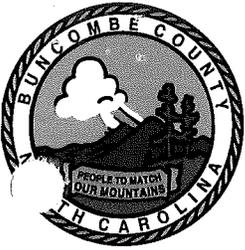
Sincerely,

Jay D. Watson III, Chairman

Election Services

John D. Watson III
Chairman

Robert W. Knapp
Secretary

Lucy Smith
Member

Trena Parker
Director

2010 Primary Turnout=848 Hours

2010 Primary Early Voting Sites	4/15	4/16	4/17	4/19	4/20	4/21	4/22	4/23	4/24	4/26	4/27	4/28	4/29	4/30	5/1	Total
1. BC Training Center (Central)	113	88	51	77	81	79	67	49	25	119	132	149	169	265	124	1588
2. Jupiter Fire Dept. (North)			18	9	12	20	7	10	5	12	24	15	17	45	52	246
3. Parks, Rec. Bldg (East)			8	4	11	8	6	22	8	6	18	16	34	46	28	215
4. Fairview Library (East)			30	40	30	29	34	30	29	38	35	53	67	85	56	556
5. Leicester Library (West)			13	9	15	20	9	10	14	16	19	48	31	54	39	297
6. South Buncombe Library (South)			35	45	44	36	34	46	35	42	62	75	92	106	89	741
7. West Asheville Library (West)			35	26	24	33	22	20	15	33	39	74	48	87	92	548
8. Black Mountain Library (East)			37	40	44	23	30	48	19	43	52	60	77	112	47	632
Voter turnout	113	88	227	250	261	248	209	235	150	309	381	490	535	800	527	4823

2014 Proposed-Hours of Operation=566 Hours

2014 Primary Early Voting Sites/Hours	Th 4/24	F 4/25	Sa 4/26	M 4/28	T 4/29	W 4/30	Th 5/1	F 5/2	Sa 5/3	TOTAL HOURS
1. William H. Stanley Ctr. (Central)	10	10	8	10	10	10	10	10	5	83
2. North Asheville Library (North)	8	8	8	8	8	8	8	8	5	69
3. Girl Scout Office (North)	8	8	8	8	8	8	8	8	5	69
4. Black Mountain Library (East)	8	8	8	8	8	8	8	8	5	69
5. South Buncombe Library (South)	8	8	8	8	8	8	8	8	5	69
6. Skyland Fire Dept (South)	8	8	8	8	8	8	8	8	5	69
7. West Asheville Library (West)	8	8	8	8	8	8	8	8	5	69
8. Heaven's Cloud Retreat Ctr. (West)	8	8	8	8	8	8	8	8	5	69
	64	64	64	64	64	64	64	64	40	566

North Carolina State Board of Elections
One-stop Implementation Plan Form
5/6/14 Primary

INSTRUCTIONS: Please complete the first two pages of this form, and continue past Page 2 if your county is operating additional one-stop sites. After entering in each day's number of hours, this form will automatically calculate the total cumulative hours of one-stop voting offered for this primary. This form can be completed electronically and saved with your information entered. After the County Board of Elections has voted on the Implementation Plan, you may either print it out for the County Board Members to sign, or you may attach a resolution signed by all County Board Members.

County |Buncombe|

This plan covers the CBE office (or nearby alternate site in lieu of the CBE office), **plus** |7| **additional sites.**

Voting system

Type of voting system used at one-stop sites | Optical scan machines, with Automark for ADA compliance |

One-stop voting site workers

☒ Confirm that workers at all sites are adequately trained (per G.S. 163-227.2(g)).

Election observers

☒ Confirm that political party observers will be allowed at one-stop sites per G.S. 163-45.

nergency and back-up plans

☒ Confirm that the County Board of Elections has established procedures in the event of an emergency, power outage, etc.
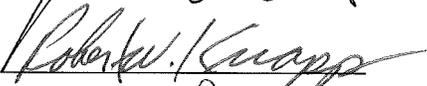
County Board approval

Date of meeting in which this Implementation Plan was considered |Feb 5, 2014|

☒ **Plan is unanimously approved by the County Board of Elections**

Signatures

Chair | John D. Watson, III
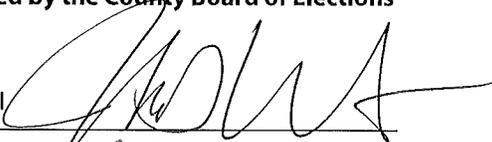
Secretary | Robert W. Knapp

Member | Lucy Smith

Director
Trena D. Parker

☐ **Plan is not unanimous**

Name of County Board Member(s) petitioning the State Board to consider this proposed Implementation Plan

Total cumulative hours of one-stop voting at all sites for this Primary |566| This number will be automatically calculated based on the number of hours entered on the following pages.

Site information: CBE Office Site (or nearby alternate site in lieu of the CBE office)

Name of building: William H. Stanley Center   Type of building: Government (administrative)

Street address: 35 Woodfin St   Suite/room name:

City: Asheville   Zip code: 28801   ☐ **This site is in lieu of the CBE office** (in a different building)

Is the building public or government-owned? (Supported or maintained, in whole or in part, by tax revenues) Yes

☐ If the above answer is "no,", confirm that other equally suitable sites were not available, and confirm that the use of the site chosen will not unfairly advantage or disadvantage geographic, demographic, or partisan interests of the county.

Accessibility

☒ **Confirm that the site continues to be accessible according to ADA standards** (if explanation is needed and has not already been provided to SBE, please attach)

☐ **Check here if this is a new one-stop site** and attach documentation confirming that the facility was inspected for accessibility according to ADA standards

Security of ballots, equipment, and materials

☒ **Confirm that voting equipment, ballots and other materials will be secure during closed hours.**

Check all that apply:

☐ Locks are changed to rooms where equipment/materials are stored during closed hours

☐ Ballots are returned to the CBE office daily

☒ Materials are stored in locked cabinets or storage lockers

Voting equipment

Number of SOSA computers: 3

SOSA connection mode:

Hybrid (connect every 30 minutes)

Number of voting stations

IvoTronics: ADA-accessible [ ]   Non-ADA-accessible [ ]

Voting booths: Standard height 7   Wheelchair-accessible 1

AutoMark station(s) 1   Number of curbside voting spots 1

Schedule for the CBE office (or nearby alternate site)   Select the open time, close time, and the number of hours open for each day of operation.

Day	Open	Close	Total hours for day
Thursday, 4/24/14	08:00 AM	06:00 PM	10
Friday, 4/25/14	08:00 AM	06:00 PM	10
Saturday, 4/26/14	10:00 AM	06:00 PM	8
Sunday, 4/27/14			
Monday, 4/28/14	08:00 AM	06:00 PM	10
Tuesday, 4/29/14	08:00 AM	06:00 PM	10
Wednesday, 4/30/14	08:00 AM	06:00 PM	10
Thursday, 5/1/14	08:00 AM	06:00 PM	10
Friday, 5/2/14	08:00 AM	06:00 PM	10
Saturday, 5/3/14	08:00 AM	01:00 PM	5

Enter hours totals as numbers rounded to the nearest quarter. For example, if the site is open for 8 hours and 45 minutes, enter 8.75.

Total hours for CBE office site

83

This number will be automatically calculated based on the number of hours entered for each day in the area to the left.

Site information: Additional Site 1

Name of building |North Asheville Branch Library | Type of building |Library |

treet address |1030 Merrimon Ave. | Suite/room name | |

City |Asheville | Zip code |28804 |

Is the building public or government-owned? (Supported or maintained, in whole or in part, by tax revenues) |Yes |

☐ If the above answer is "no,", confirm that other equally suitable sites were not available, and confirm that the use of the site chosen will not unfairly advantage or disadvantage geographic, demographic, or partisan interests of the county.

Accessibility

☒ **Confirm that the site continues to be accessible according to ADA standards** (if explanation is needed and has not already been provided to SBE, please attach)

☐ **Check here if this is a new one-stop site** and attach documentation confirming that the facility was inspected for accessibility according to ADA standards

Security of ballots, equipment, and materials

☒ **Confirm that voting equipment, ballots and other materials will be secure during closed hours.**

Check all that apply:

☐ Locks are changed to rooms where equipment/materials are stored during closed hours

☐ Ballots are returned to the CBE office daily

☒ Materials are stored in locked cabinets or storage lockers

Voting equipment

Number of SOSA computers |3 |

SOSA connection mode:

|Hybrid (connect every 30 minutes) |

Number of voting stations

IvoTronics: ADA-accessible | | Non-ADA-accessible | |

Voting booths: Standard height |7 | Wheelchair-accessible |1 |

AutoMark station(s) |1 | Number of curbside voting spots |1 |

Schedule for additional site(s) Select the open time, close time, and the number of hours open for each day of operation.

Day		Open		Close		Total hours for day	
Thursday, 4/24/14	Open	10:00 AM	Close	06:00 PM	Total hours for day	8
Friday, 4/25/14	Open	10:00 AM	Close	06:00 PM	Total hours for day	8
Saturday, 4/26/14	Open	10:00 AM	Close	06:00 PM	Total hours for day	8
Sunday, 4/27/14	Open		Close		Total hours for day	
Monday, 4/28/14	Open	10:00 AM	Close	06:00 PM	Total hours for day	8
Tuesday, 4/29/14	Open	10:00 AM	Close	06:00 PM	Total hours for day	8
Wednesday, 4/30/14	Open	10:00 AM	Close	06:00 PM	Total hours for day	8
Thursday, 5/1/14	Open	10:00 AM	Close	06:00 PM	Total hours for day	8
riday, 5/2/14	Open	10:00 AM	Close	06:00 PM	Total hours for day	8
Saturday, 5/3/14	Open	08:00 AM	Close	01:00 PM	Total hours for day	5

Enter hours totals as numbers rounded to the nearest quarter. For example, if the site is open for 8 hours and 45 minutes, enter 8.75.

This schedule will apply to all additional sites. If your county has multiple additional sites, the total hours below will be multiplied by the number of additional sites.

Total hours for each additional site:

|69 |

This number will be automatically calculated based on the number of hours entered for each day in the area to the left.

Site information: Additional Site 2

Name of building Girl Scout Office   Type of building Other

Street address 64 WT Weaver Blvd   Suite/room name

City Asheville   Zip code 28804

Is the building public or government-owned? (Supported or maintained, in whole or in part, by tax revenues) No

☒ If the above answer is "no,", confirm that other equally suitable sites were not available, and confirm that the use of the site chosen will not unfairly advantage or disadvantage geographic, demographic, or partisan interests of the county.

Accessibility

☒ **Confirm that the site continues to be accessible according to ADA standards** (if explanation is needed and has not already been provided to SBE, please attach)

☒ **Check here if this is a new one-stop site** and attach documentation confirming that the facility was inspected for accessibility according to ADA standards

Security of ballots, equipment, and materials

☒ **Confirm that voting equipment, ballots and other materials will be secure during closed hours.**

Check all that apply:

☐ Locks are changed to rooms where equipment/materials are stored during closed hours

☐ Ballots are returned to the CBE office daily

☒ Materials are stored in locked cabinets or storage lockers

Voting equipment

Number of SOSA computers 3

SOSA connection mode:
Hybrid (connect every 30 minutes)

Number of voting stations

IvoTronics: ADA-accessible [ ]   Non-ADA-accessible [ ]

Voting booths: Standard height 7   Wheelchair-accessible 1

AutoMark station(s) 1   Number of curbside voting spots 1

Site information: Additional Site 3

Name of building [Black Mountain Branch Library]   Type of building [Library]

Street address [105 N. Dougherty St.]   Suite/room name [ ]

City [Black Mountain]   Zip code [28711]

Is the building public or government-owned? (Supported or maintained, in whole or in part, by tax revenues) [Yes]

☐ If the above answer is "no,", confirm that other equally suitable sites were not available, and confirm that the use of the site chosen will not unfairly advantage or disadvantage geographic, demographic, or partisan interests of the county.

Accessibility

☒ **Confirm that the site continues to be accessible according to ADA standards** (if explanation is needed and has not already been provided to SBE, please attach)

☐ **Check here if this is a new one-stop site** and attach documentation confirming that the facility was inspected for accessibility according to ADA standards

Security of ballots, equipment, and materials

☒ **Confirm that voting equipment, ballots and other materials will be secure during closed hours.**

Check all that apply:

☐ Locks are changed to rooms where equipment/materials are stored during closed hours

☐ Ballots are returned to the CBE office daily

☒ Materials are stored in locked cabinets or storage lockers

Voting equipment

Number of SOSA computers [3]

SOSA connection mode:
[Hybrid (connect every 30 minutes)]

Number of voting stations

IvoTronics: ADA-accessible [ ]   Non-ADA-accessible [ ]

Voting booths: Standard height [7]   Wheelchair-accessible [1]

AutoMark station(s) [1]   Number of curbside voting spots [1]

Site information: Additional Site 4

Name of building |South Buncombe Branch Library| Type of building |Library|

Street address |260 Overlook Rd.| Suite/room name | |

City |Asheville| Zip code |28803|

Is the building public or government-owned? (Supported or maintained, in whole or in part, by tax revenues) |Yes|

☐ If the above answer is "no,", confirm that other equally suitable sites were not available, and confirm that the use of the site chosen will not unfairly advantage or disadvantage geographic, demographic, or partisan interests of the county.

Accessibility

☒ **Confirm that the site continues to be accessible according to ADA standards** (if explanation is needed and has not already been provided to SBE, please attach)

☐ **Check here if this is a new one-stop site** and attach documentation confirming that the facility was inspected for accessibility according to ADA standards

Security of ballots, equipment, and materials

☒ **Confirm that voting equipment, ballots and other materials will be secure during closed hours.**

Check all that apply:

☐ Locks are changed to rooms where equipment/materials are stored during closed hours

☐ Ballots are returned to the CBE office daily

☒ Materials are stored in locked cabinets or storage lockers

Voting equipment

Number of SOSA computers |3|

SOSA connection mode:
|Hybrid (connect every 30 minutes)|

Number of voting stations

IvoTronics: ADA-accessible | | Non-ADA-accessible | |

Voting booths: Standard height |7| Wheelchair-accessible |1|

AutoMark station(s) |1| Number of curbside voting spots |1|

Site information: Additional Site 5

Name of building | Skyland Fire Department
Type of building | Fire/police/EMS department

Street address | 9 Miller Rd.
Suite/room name |

City | Asheville
Zip code | 28776

Is the building public or government-owned? (Supported or maintained, in whole or in part, by tax revenues) | Yes

☐ If the above answer is "no,", confirm that other equally suitable sites were not available, and confirm that the use of the site chosen will not unfairly advantage or disadvantage geographic, demographic, or partisan interests of the county.

Accessibility

☒ **Confirm that the site continues to be accessible according to ADA standards** (if explanation is needed and has not already been provided to SBE, please attach)

☒ **Check here if this is a new one-stop site** and attach documentation confirming that the facility was inspected for accessibility according to ADA standards

Security of ballots, equipment, and materials

☒ **Confirm that voting equipment, ballots and other materials will be secure during closed hours.**

Check all that apply:

☐ Locks are changed to rooms where equipment/materials are stored during closed hours

☐ Ballots are returned to the CBE office daily

☒ Materials are stored in locked cabinets or storage lockers

Voting equipment

Number of SOSA computers | 3

SOSA connection mode:
Hybrid (connect every 30 minutes)

Number of voting stations

IvoTronics: ADA-accessible | Non-ADA-accessible |

Voting booths: Standard height | 7 | Wheelchair-accessible | 1

AutoMark station(s) | 1 | Number of curbside voting spots | 1

Site information: Additional Site 6

Name of building | West Asheville Branch Library   Type of building | Library

Street address | 942 Haywood Rd.   Suite/room name |

City | Asheville   Zip code | 28806

Is the building public or government-owned? (Supported or maintained, in whole or in part, by tax revenues) | Yes

☐ If the above answer is "no,", confirm that other equally suitable sites were not available, and confirm that the use of the site chosen will not unfairly advantage or disadvantage geographic, demographic, or partisan interests of the county.

Accessibility

☒ **Confirm that the site continues to be accessible according to ADA standards** (if explanation is needed and has not already been provided to SBE, please attach)

☐ **Check here if this is a new one-stop site** and attach documentation confirming that the facility was inspected for accessibility according to ADA standards

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Security of ballots, equipment, and materials

☒ **Confirm that voting equipment, ballots and other materials will be secure during closed hours.**

Check all that apply:

☐ Locks are changed to rooms where equipment/materials are stored during closed hours

☐ Ballots are returned to the CBE office daily

☒ Materials are stored in locked cabinets or storage lockers

Voting equipment

Number of SOSA computers | 3

SOSA connection mode:
| Hybrid (connect every 30 minutes) |

Number of voting stations

IvoTronics: ADA-accessible | Non-ADA-accessible |

Voting booths: Standard height | 7   Wheelchair-accessible | 1

AutoMark station(s) | 1   Number of curbside voting spots | 1

Site information: Additional Site 7

Name of building | Heaven's Cloud Retreat Center

Type of building | Commercial space

Street address | 130 Sardis Rd.

Suite/room name |

City | Asheville

Zip code | 28806

Is the building public or government-owned? (Supported or maintained, in whole or in part, by tax revenues) | No

☒ If the above answer is "no,", confirm that other equally suitable sites were not available, and confirm that the use of the site chosen will not unfairly advantage or disadvantage geographic, demographic, or partisan interests of the county.

Accessibility

☒ **Confirm that the site continues to be accessible according to ADA standards** (if explanation is needed and has not already been provided to SBE, please attach)

☒ **Check here if this is a new one-stop site** and attach documentation confirming that the facility was inspected for accessibility according to ADA standards

Security of ballots, equipment, and materials

☒ **Confirm that voting equipment, ballots and other materials will be secure during closed hours.**

Check all that apply:

☐ Locks are changed to rooms where equipment/materials are stored during closed hours

☐ Ballots are returned to the CBE office daily

☒ Materials are stored in locked cabinets or storage lockers

Voting equipment

Number of SOSA computers | 3

SOSA connection mode:
Hybrid (connect every 30 minutes)

Number of voting stations

IvoTronics: ADA-accessible | Non-ADA-accessible |

Voting booths: Standard height | 7   Wheelchair-accessible | 1

AutoMark station(s) | 1   Number of curbside voting spots | 1