



Augusta County Electoral Board  
Meeting Minutes  
July 14, 2022

I. Call to Order

The meeting was called to order at 3:35 p.m., with Dave Leatherwood, Marcy Reedy and Connie Evans in attendance. Victor Ludlum was absent.

II. Appointment of Acting Secretary.

Due to the absence of the Secretary, Dave Leatherwood accepted appointment as Acting Secretary for the meeting. The appointment was approved by acclamation.

III. Reading and approval of the Minutes of the June 9th Meeting

Dave Leatherwood moved to dispense with the reading of the minutes and that they be accepted as corrected and distributed. Marcy Reedy second required and accepted by acclamation.

IV. Reports of the EB Members

- A. Chair - Nothing to report.
- B. Vice Chair - Nothing to report
- C. Secretary - Nothing to report

V. Registrar's Report

Nothing to report.

VI. Unfinished Business

A. New "Vote Here" signage

- 1. County Maintenance, John Cook, most probably could provide the work for these new signs.
- 2. The Registrar's Office will need to provide funding, which we should be able to do.
- 3. A sign inventory needs to be made, so we can determine what new signs are actually needed, and what existing signage needs updating. It was suggested that an equipment custodian be employed to assist and the tentative dates for such an inventory are July 20<sup>th</sup> or July 21<sup>st</sup>.
- 4. An interim listing of new signs is:
  - a. Small 3' signs –
    - i. Rolla, Fort Defiance, Lad, Goose Creek, Wilson, Mt. Vernon, and Stuarts Draft.
  - b. Large 4'+ signs –
    - i. Rolla, Fort Defiance, Mt Vernon, and Stuarts Draft.

B. Storage of signage and non-secure voting equipment

- 1. It was suggested that American of Virginia could store all non-secure voting equipment and materials, and that the cost differential might be minimal due to reduced time in distribution. Additionally, the increase of such equipment and materials for three new precincts is straining already cramped existing local storage. Connie Evans will continue to negotiate such a change and report any potential new contract and costs to the EB as soon as possible.

C. Repair and increase of voting equipment.

1. It was noted that the new requirements by law to separate Early and Absentee Voting by precinct would require additional scanners to allow CAP and Early Voting to properly separate by precinct for Congressional Districts. Connie Evans suggested the need for at least two new sets of OVO/OVI equipment and has ordered new voting equipment for CAP to be used for this November per earlier EB approval (2 OVOs-1 for in person and 1 for by mail, 1 OVI for both). In the 23-24 budget new OVOs will be requested for all precincts, including spares and the following year new OVIs would be requested. Given the new RLA procedures, we will need 2 additional OVOs for next year for CAP (1 in person, 1 by mail), so that will be 2 additional OVOs to add to the 23-24 budget. Approved of the future purchase plan by acclamation.
  2. At least 3 OVO scanner locks have become inoperable due to handling issues and the lock clasps need to be repaired. It is anticipated that the clasps are bent and can be straightened once the affected scanner seats are located during the inventory process. This project was added to the Signage Inventory process.
- D. Determination of need for additional voting stations in some precincts.
1. Several Chiefs have indicated a need for additional tables to use as voting stations due to doubling up precincts at some schools.
  2. It was determined that we have enough 'blue case' standing voting stations to accommodate the increased need, at least for the November General Election. Connie will add the necessary standing stations to the precincts that have suggested additional need. The Registrar's office uses the ELECT requirements of one station for each 400 voters per precinct but agreed to provide the additional stations from existing stock as needed.
- E. Discussion of clarification of notification of polling place for locations that house multiple precincts.
1. After discussion, it was agreed that that Connie Evans would attempt to adjust the polling address information in VERIS by adding "-Gym" or "-Cafeteria" to the school locations. This is contingent on the ability to do so in the ELECT system.
- F. Envelope Discussion
1. There has been some reported confusion on Envelope use, and suggestions for changes were made from Chiefs to add information of included items for each envelope.
  2. Connie Evans noted that the process for printing the envelope faces has changed and will be done by a printing company instead of in-house, so we would not be able to make some of the suggested alterations.
  3. It was decided that we would review the "Inclusion List" for each Envelope and make sure that list and the newly printed envelopes and forms all properly indicated what items went in each Envelope. It was further decided that no picture manual to the envelopes would be considered at this time due to the new process of printing and inclusion list review.

VII. Comments by the Public  
No public present.

VIII. Adjournment.  
Dave Leatherwood moved to Adjourn, and the motion was seconded by Marcy Reedy. It was accepted by acclamation, and the meeting ended at 5:13 p.m.

Respectfully submitted,

Vic Ludlum

Secretary