



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS April 14, 2015

35 W. Washington Street
Hagerstown, MD 21740
240-313-2050

Present:

Board

John Benchoff, President
Carroll Earp, Vice President
Tammy Downin, Secretary
Bruce Field, Assistant Secretary
William Blazes, Member

Staff

Kaye Robucci, Election Director, I
Tammi Derr, Election Data Application Specialist II

Visitor

None

John Benchoff, President, called the meeting to order at 2:00 PM; as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.2(A)1. Roger Schlossberg, Attorney, was absent. There was a quorum present.

Approval of Minutes of March 10, 2015:

John Benchoff asked if the Board had any corrections or modifications to the minutes of March 10, 2015 Board of Elections meeting. Carroll Earp asked that on page 4, **New Business**, A. Combined Precincts, first sentence "The Director **proposed** to the Board the possibility of combining some of the small elections precincts". Approved with correction by Bruce Field: seconded by Bill Blazes. Unanimously approved. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)2.

Additions/Changes to the Agenda:

John Benchoff asked if there were any additions/changes to the Agenda. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)3. John Benchoff added under **Correspondence G. Obama proposes**. The Director also requested to remove the **Executive Session** from the Agenda.

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Correspondence

- A. Memo from Linda Lamone regarding the New Voting System, E-mailed to the Board.
- B. MAEO Agenda, April 23, 2015, E-mailed to the Board.
- C. Legislative update, E-mailed to the Board.

There was discussion on SB97. This requires that the local board count an absentee ballot cast by a voter who dies before ballot is canvassed to be counted in full unless a law or regulation requires that it be fully or partially rejected for a reason unrelated to the death of the voter.

- D. Minutes of Election Director's Meeting, March 19, 2015.
No discussion
- E. Minutes of the February 18, 2015 MAEO Meeting.
- F. Herald Mail Article, "County Election Board plans changes to accommodate new voting system".
- G. Article from USA Today in which President Obama proposes a law requiring people to vote.

Reports

- A. Tour and Lunch with County Commissioners, March 31, 2015

John Benchoff called Dean Robucci into the meeting to discuss the results of the visit to the warehouse with the County Commissioners. Dean handed out a packet of information recapping the information given to the commissioners, and information that has changed since that meeting. Dean stated that the commissioners seemed to be very responsive to what we wanted and needed. Dean reviewed the warehouse layout given to the commissioners and the equipment storage scheme presented to them. Dean indicated on the layout that a room next to our warehouse area, but currently used by the Sherriff's Department, will be converted to a climate control room needed to store ballots. This arrangement was worked out by Jim Sterling and the Sherriff's Department.

Dean informed the Board that since the meeting with the commissioners, a decision to add an external handle to each end of the transportation cart has added four (4) inches to the length and has forced a redesign of the equipment storage plan. The new plan was shown on a revised warehouse layout in the packet and Dean went over the changes. Dean noted that some of the problems with the warehouse space is that it is too narrow, there are many doors and space is lost by having mis-aligned doorways between the rooms. Bruce asked if it would be possible to block the doorway from Room 3 into the old wash room. Dean thought that may not be possible as it may be considered a fire exit. Bruce asked if the doorway from Room 4 into Room 3 could be moved to align it with the doorway from Room 3 into Room 2. Dean thought Jim Sterling would agree to do whatever we needed as he has been very accommodating, although that may not yield a large increase of usable space in Room 3.

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Bruce stated that the wall between Rooms 4 and 3 is not a load bearing wall, could it be removed? It could, but with the current storage layout Dean has planned, it would not improve the usability of the space.

Two options for additional space were considered at the meeting with the commissioners. Both would take some space out of the Early Voting room to be converted into secure storage area:

- 1) Erect a wall at the back of the Early Voting room, running north-south, along a line where a wall previously existed.
- 2) Erect a wall extending from the "Break room" west to the back wall of the Early Voting room, making the south-side of the room one continuous wall.

Considering several factors, Dean decided to propose proceeding with option #2. It would provide the smaller amount of additional space, but option #1 would make the room too small to use for Early Voting. Dean stated that Same Day Registration will be allowed during Early Voting now, and that may require the need for an additional check-in table and need more space to allow for lines. Dean went over the last handout in the packet showing the proposed usage of the space taken from the Early Voting room.

Dean then proposed that the corner of the big warehouse area, outside of our Room 4, be acquired. A cage could be erected to store items that did not require the same level of security as the voting equipment, i.e. boxes, desks, etc. Dean stated that there is a requirement with the new system that 5% of the packing materials be kept to be used when sending equipment for repair. Dean also noted that more equipment may be needed for a Presidential General election as all of the equipment quantities discussed so far have been for a Primary election. The board decided they needed to speak to Keith Ross at the MAEO conference for more information about how much more equipment should be expected.

It was decided that the current plan of adding space here and there to the current warehouse space was a piecemeal solution at best. The Board asked that the total amount of space needed for office, warehouse, training and early voting be recalculated to include the requirement for the new voting system.

The discussion turned to where additional space could be found:

- Additional space in the big warehouse area of the Phoenix Color building
- 911 may eventually move out of the basement of 35 W Washington Street
- Former School Board maintenance office on Frederick Street (they are keeping to use for another purpose)

The Board agreed with Dean's proposed use of the existing and new space. The Board's final decision was to get as much space at the current location that Jim Sterling would be willing to provide. Jim Sterling should be thanked for his willingness to help us meet our needs. Plus, the County Commissioners may not have grasped the concept the numbers presented were for a Primary election and that more space is required storage of equipment for the General election. Bruce said we don't want to come back in a year or two and say we need more space.

Washington County Board of Elections

April 14, 2015 Board Meeting

New Voting System Warehouse Space Update

1. Redesign of storage space to allow for free access to Transportation Carts
 - a. Organize Transportation Carts with aisle between each set of 4.
 - b. Transportation Cart length has increased approx 4" (from 59" to 63") due to a handle being added to each end of the cart.
 - c. Aisle space in Room 2 was reduced to less than 30".
 - d. Storage of Ballot Boxes changed from 3 deep to 2 deep and aisle between rows was removed.
 - e. Storage of Election Day/Early Voting Transportation Carts were extended into Rooms 3 and 4.

2. Proposed Warehouse Expansion into Early Voting room
 - a. Suggest building wall, as an extension of the Breakroom wall, to the west-end (back) of the Early Voting room.
 - b. Suggest securing Breakroom for storage between elections, i.e. tables and chairs, but still use it as a Breakroom during Early Voting.
 - c. Store spare equipment and non-tabulating voting equipment in the new room.
 - d. Store equipment in the new room that could be moved to a 'non-secure' area if a catastrophic event were to occur and the space was need by the County.
 - e. Use the new room as the Offsite/Backup Office location (this is closer to the State and County network connections than Room 4).

3. Request Construction of a 'Cage' storage area outside Room 4
 - a. The area on the layout marked as 'Possible Expansion for Storage'
 - b. Use to store empty boxes, tables (from Room 1 reorg), etc.

(Early Voting / Elec Worker Training)

21'

Room 1
Logic & Accuracy
Testing Room

E-Pollbook and
Printer Storage
Room

53'
1113 sq ft

* Convert
storage tables to
shelving units
to provide:
- better access
to equipment
- additional
storage for
new printers

Men's
Room

Hallway

Women's
Room

(Sherriff's Dept)

New Equipment Quantities

- 61 Ballot Boxes w/OS
- 6 Spare Optical Scans
- 122 Ballot Bins
- 68 Ballot Marking Devices
- 5 ExpressPass Printers
- 547 Voting Booths
- 59 Transportation Carts
- 75,000 Ballots per election

Room 2
Voting System
Storage Room

(Mainly Elec Day
and Early Voting)

69'
1449 sq ft

24
Ballot
Boxes

Possible
Ballot
Storage

(Electrical Room)

(Old Library Book Storage)

44
Trans
Carts

33
Ballot
Boxes

with
36 Ballot
Bins

8
T
Carts

Circuit
Breaker
Panels

EW East Trn Room

547 Voting Booths

Room 3
Voting System
Storage Room
(ED/Spares/Trn)

21'
441 sq ft

68 BMDs
on 6 Shelf
Units

7 T Carts w/
6 Spare OS &
56 Ballot Bins

(Men's Room)
(Locked)

Office (35 W Wash)

4 Ballot Boxes

(Old Wash Room)

Room 4
Receiving /
Distribution &

19'
399 sq ft

5 Blue Carts w/
30 Ballot Bins

Offsite-Backup Office
Location

Possible
Expansion
for
Storage

15'

(Outside Entrance)

TOTAL 3402 sq ft

21'

Washington County
Board of Elections
Warehouse

Proposed
New Voting System
Storage Plan/Layout

Updated: 03/31/2015

(Early Voting / Elec Worker Training)

Room 1
Logic & Accuracy
Testing Room

E-Pollbook and
Printer Storage
Room

53'
1113 sq ft

* Convert
storage tables to
shelving units
to provide:
- better access
to equipment
- additional
storage for
new printers

Men's
Room

Hallway

Women's
Room

New Equipment Quantities

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Room 2
Voting System
Storage Room

(Mainly Elec Day
and Early Voting)

69'
1449 sq ft

35
Trans
Carts

14
Ballot
Boxes

Store 2 deep
with an aisle
between
each 4 for
accessibility

Carts are 4"
longer now
causing lose
of aisle
space

38
Ballot
Boxes

Store 2 deep
without
an aisle
between
any
boxes

Future
Ballot
Storage

(Electrical Room)

(Old Library Book Storage)

Circuit
Breaker
Panels

EW East Trn Room

547 Voting Booths

Office (35 W Wash)

4 Ballot Boxes

Room 3
Voting System
Storage Room
(ED/EV)

21'
441 sq ft

6
Trans
Carts

5 Trans
Carts

(Old Wash Room)

Room 4
Recv/Distrib and
Storage

19'
399 sq ft

6 Trans Carts

6 B Boxes
Spr/Trn

15'

Possible
Expansion
for
Storage

(Outside Entrance)

TOTAL 3402 sq ft

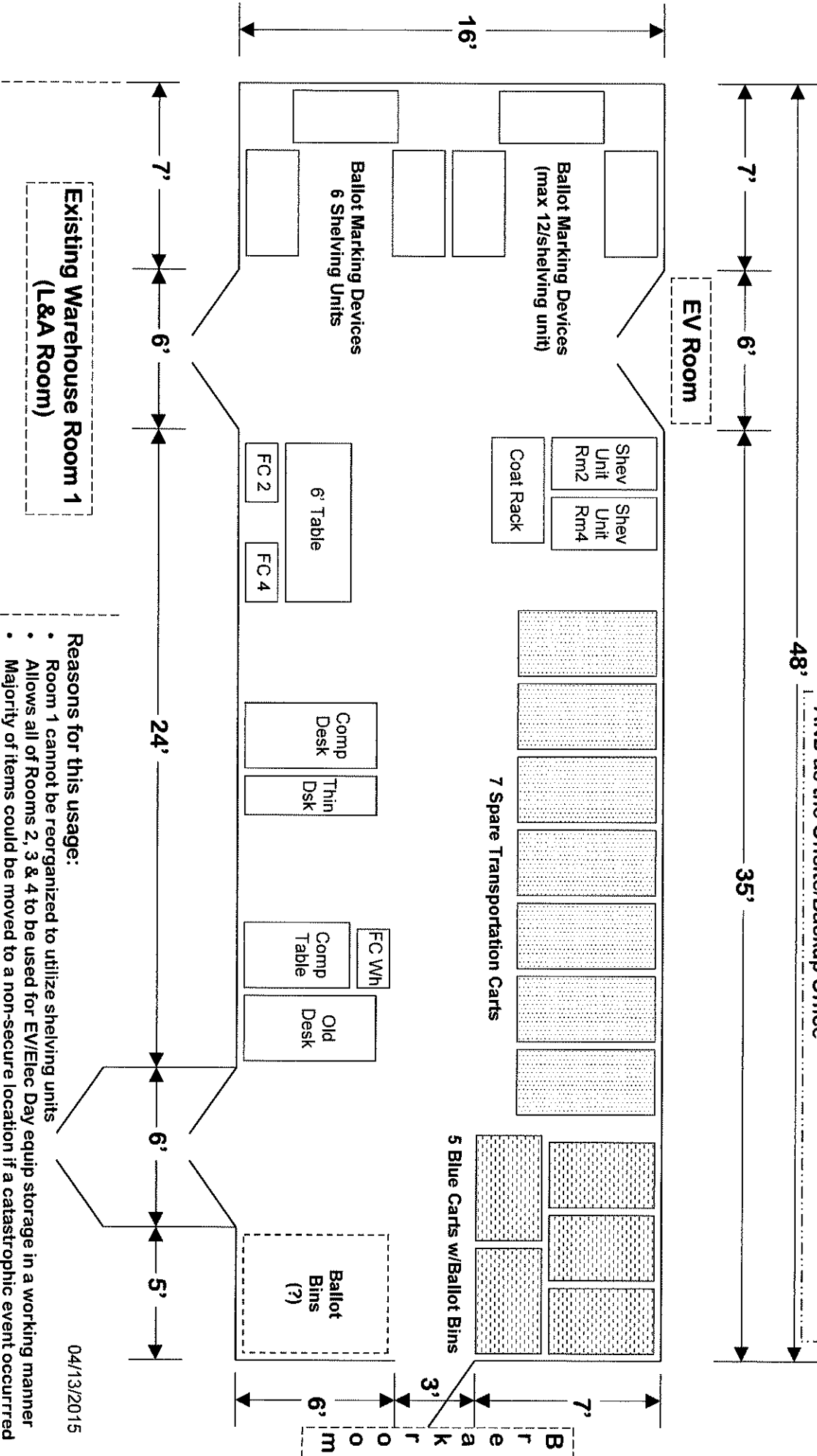
Washington County
Board of Elections
Warehouse

Proposed
New Voting System
Storage Plan/Layout

Updated: 04/13/2015

Proposed Warehouse Expansion into EV Room

Use area to store non-tabulating (BMDs) and spare equipment, AND as the Offsite/Backup Office



- Reasons for this usage:**
- Room 1 cannot be reorganized to utilize shelving units
 - Allows all of Rooms 2, 3 & 4 to be used for EV/Elec Day equip storage in a working manner
 - Majority of items could be moved to a non-secure location if a catastrophic event occurred

04/13/2015

Ballot Bins (?)