BUNCOMBE COUNTY BOARD OF ELECTIONS
MINUTES OF MARCH 24, 2014

THE BUNCOMBE COUNTY BOARD OF ELECTIONS MET ON MARCH 24th, 2014 AT 4:15 PM IN THE LOBBY OF THE EMBASSY SUITES HOTEL IN CARY, 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

Bob Knapp motioned that the out-of-precinct voting locations be approved. Lucy Smith seconded with the motion passing unanimously.

Lucy Smith motioned that the BOE remote voting site be open until 7:00 p.m. on May 1st and May 2nd, 2014. Bob Knapp seconded with the motion passing unanimously.

The meeting adjourned at 4:22 p.m.

Jay Watson, Chairman

Bob Knapp, Secretary

Lucy Smith, Member
March 31, 2014

Trena Parker, Director
Buncombe County Board of Elections
P O Box 7468
Asheville, NC 28802

RE: Request for out of precinct polling places

Dear Trena,

This office has received Buncombe County Board of Elections’ request to establish voting places for precincts that are located outside that precinct’s boundary. County Boards are required to obtain approval from the State Board of Elections for an out of precinct polling place pursuant to G.S. 163-130.1 Out-of-precinct-voting-places. Approval by the Executive Director of the county’s proposed plan is conditioned upon the county board of elections’ demonstrating the requirements stated in G.S. 163-130.1 (1)-(5). Your request is approved for the following out-of-precinct polling places:

<table>
<thead>
<tr>
<th>Precinct</th>
<th>Polling Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precinct 13.1</td>
<td>Clavary Baptist Church</td>
</tr>
<tr>
<td>Precinct 23.3</td>
<td>Haw Creek Elementary School</td>
</tr>
<tr>
<td>Precinct 5.1</td>
<td>Grace Covenant Presbyterian Church</td>
</tr>
</tbody>
</table>

Adequate notification and publicity are required so that voters are aware of the out of precinct polling location. This approval is effective only for one primary, second primary and general election and must be reevaluated by the county board of elections and the Executive Director annually to determine whether it is still the only available alternative for that precinct.

As a reminder, you will need to update all polling place information and pictures in SEIMS via VoterView to be used on the SBE website.

Sincerely,

Kim W. Strach
Executive Director
March 31, 2014

Buncombe County Board of Elections
Ms. Trena Parker, Director
35 Woodfin St.
Asheville, NC 28801

Dear Director,

Your Implementation Plan for the May 2014 Primary has been approved.

☐ Alternative site in lieu of County Board of Elections (located at a separate property)
☒ At the CBE office (or alternate site in lieu of the CBE office), extended hours beyond regular business hours
☒ Additional sites
☒ A request for a reduction in the number of required hours, under G.S. § 163-227.2(g3), was granted by the State Board of Elections
☐ The schedule was set by the State Board of Elections because the County Board of Elections could not unanimously agree upon an Implementation Plan

| Total number of sites (including CBE office or alternate site in lieu of the CBE office) | 8 sites |
| Total number of cumulative hours of all sites combined | 568 hours |

This schedule may now be entered into One-Stop System Manager (this is the same procedure followed in 2012 and 2013).

Any modifications to this schedule as submitted must be approved by the State Board of Elections.

Kim Strach
Executive Director
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.

Emergency 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: Mar 24, 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: 0568

This number will be automatically calculated based on the number of hours entered on the following pages.

Last updated: 1/14/14
**Site information: CBE Office Site** (or nearby alternate site in lieu of the CBE office)

- **Name of building:** William H. Sonto Buildings
- **Type of building:** Government Admin
- **Street address:** 385 Willow St.
- **City:** Asheville NC
- **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
- **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

**Number of voting stations**

- **IvoTronics:** ADA-accessible
- **Non-ADA-accessible**
- **Voting booths:** Standard height: 8
- **Wheelchair-accessible:** 2
- **AutoMark station(s):** 1
- **Number of curbside voting spots:** 1

**Schedule for the CBE office** (or nearby alternate site)

<table>
<thead>
<tr>
<th>Day</th>
<th>Open</th>
<th>Close</th>
<th>Total hours for day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, 4/24/14</td>
<td>08:00 AM</td>
<td>06:00 PM</td>
<td>10</td>
</tr>
<tr>
<td>Friday, 4/25/14</td>
<td>08:00 AM</td>
<td>06:00 PM</td>
<td>10</td>
</tr>
<tr>
<td>Saturday, 4/26/14</td>
<td>10:00 AM</td>
<td>06:00 PM</td>
<td>8</td>
</tr>
<tr>
<td>Sunday, 4/27/14</td>
<td>Open</td>
<td>Close</td>
<td>Total hours for day</td>
</tr>
<tr>
<td>Monday, 4/28/14</td>
<td>08:00 AM</td>
<td>06:00 PM</td>
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<tr>
<td>Wednesday, 4/30/14</td>
<td>08:00 AM</td>
<td>06:00 PM</td>
<td>10</td>
</tr>
<tr>
<td>Thursday, 5/1/14</td>
<td>08:00 AM</td>
<td>07:00 PM</td>
<td>11</td>
</tr>
<tr>
<td>Friday, 5/2/14</td>
<td>08:00 AM</td>
<td>07:00 PM</td>
<td>11</td>
</tr>
<tr>
<td>Saturday, 5/3/14</td>
<td>08:00 AM</td>
<td>01:00 PM</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total hours for CBE office site**

85

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

One-Stop Implementation Plan 5/6/14 Primary - Page 2
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.

Emergency 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.

Last updated: 1/14/14
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: Yes [ ] 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 [ ]

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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Open</th>
<th>Close</th>
<th>Total hours for day</th>
</tr>
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<tbody>
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<td>08:00 AM</td>
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<td>10</td>
</tr>
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<td>Friday, 5/2/14</td>
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<td>10</td>
</tr>
<tr>
<td>Saturday, 5/3/14</td>
<td>08:00 AM</td>
<td>01:00 PM</td>
<td>5</td>
</tr>
</tbody>
</table>

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
Street 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

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)

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

<table>
<thead>
<tr>
<th>Voting booth type</th>
<th>ADA-accessible</th>
<th>Non-ADA-accessible</th>
</tr>
</thead>
<tbody>
<tr>
<td>IvoTronics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voting booths: Standard height</td>
<td>7</td>
<td>Wheelchair-accessible</td>
</tr>
<tr>
<td>AutoMark station(s)</td>
<td>1</td>
<td>Number of curbside voting spots</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours Open</th>
<th>Hours Close</th>
<th>Total hours for day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, 4/24/14</td>
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<td>Saturday, 5/3/14</td>
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<td>01:00 PM</td>
<td>5</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of building</th>
<th>Black Mountain Branch Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of building</td>
<td>Library</td>
</tr>
<tr>
<td>Street address</td>
<td>105 N. Dougherty St.</td>
</tr>
<tr>
<td>City</td>
<td>Black Mountain</td>
</tr>
<tr>
<td>Zip code</td>
<td>28711</td>
</tr>
</tbody>
</table>

### Accessibility
- [x] 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
- [x] Confirm that voting equipment, ballots and other materials will be secure during closed hours.
- [ ] Locks are changed to rooms where equipment/materials are stored during closed hours
- [ ] Ballots are returned to the CBE office daily
- [x] Materials are stored in locked cabinets or storage lockers

### Voting equipment

<table>
<thead>
<tr>
<th>Number of SOSA computers</th>
<th>3</th>
</tr>
</thead>
</table>

**SOSA connection mode:**

| Hybrid (connect every 30 minutes) |

### Number of voting stations

- [ ] IvoTronics: ADA-accessible
- [ ] Non-ADA-accessible
- [ ] Voting booths: Standard height
- [1] AutoMark station(s)
- [1] Number of curbside voting spots
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

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

☑ IvoTronic: 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

<table>
<thead>
<tr>
<th>Name of building</th>
<th>West Asheville Branch Library</th>
<th>Type of building</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street address</td>
<td>942 Haywood Rd.</td>
<td>Suite/room name</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Asheville</td>
<td>Zip code</td>
<td>28806</td>
</tr>
</tbody>
</table>

**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.**

### Voting equipment

- **Number of voting stations**
  - IvoTronics: ADA-accessible [ ] Non-ADA-accessible [ ]
  - Voting booths: Standard height [ ] Wheelchair-accessible [ ]
  - AutoMark station(s) [ ] Number of curbside voting spots [ ]

- **Number of SOSA computers** 3

  SOSA connection mode:
  - Hybrid (connect every 30 minutes)
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) 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
Confirms 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
Confirms 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 [ ] Wheelchair-accessible [ ]
AutoMark station(s) [ ] Number of curbside voting spots [ ]