

CULPEPER COUNTY ELECTORAL BOARD
151 North Main Street • Culpeper, VA 22701
Meeting: Wednesday, July 20, 2016, Minutes

Attendance: Jan Huss, James Holmes, Clive Richmond

Others in Attendance: James Clements, Melissa Hart

- I. Meeting was called to order by Ms. Huss at 10 a.m.
- II. Minutes of the May 25, 2016 meeting were approved.
- III. New Business
 1. Election Officer Commendation
 - **Mr. Holmes** made the motion (**Mr. Richmond** seconded) to sign and forward the Election Officer Commendation as presented to the Board of Supervisors. **Vote: 3-0.**
 2. Officer of Election Picnic (Sep. 9, 2016)
 - An invitation will be sent to the Officers of Election (+ one guest) for the picnic to be held Sept. 9, 2016, at Lenn Park.
 - The Board directed the Registrar to inquire about the cost of renting a tent to accommodate additional guests.
 - The cake should be inscribed to read: "Thank You!!"
 - The Board will advertise a meeting to be held that day at Lenn Park for the purpose of reading the Commendation to the group.
 3. Chamber's Business, Industry & Education Day (Aug. 5, 2016)

Mr. Holmes made the motion (**Mr. Richmond** seconded) that the office should participate in the Chamber's BIE Day. **Vote: 3-0.**
 4. Notices:
 - a. Registrar will attend VRAV Training in Roanoke (August 7-10)
 - b. Election Calendar distributed to Board members

IV. Old Business

1. The Culpeper County Board of Supervisors will hold a public hearing Aug. 2, 2016 at 7 p.m. to receive input on the decision to move the Cardova polling location to the Alum Spring Baptist Church.
2. The state returned \$24,450 (62% of our request) for the costs of administering the March 2016 Dual Presidential Primary.

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3. Election equipment precinct carts are being built and will be delivered as soon as they're completed – first ones expected this week.
- V. The Board met in Closed Session to conduct the annual performance review of the General Registrar.
- VI. The meeting adjourned at 12:25 p.m.



Culpeper County Electoral Board Meeting
Wednesday, May 25, 2016, 10:00 AM

MINUTES

Board Members Present: Jan Huss, chair; Clive Richmond, secretary;

Board Members Absent: none (one seat unfilled)

Staff Present: James Clements, General Registrar

Chairman Huss called the meeting to order at 10:15 a.m.

The Board reviewed and approved an amendment to the current contract with Tilt Development, Inc. for equipment custodial services. The amendment adds four (4) one-year extensions beginning July 1, 2016 and running through June 30, 2020.

Motion: Richmond. Second: Huss. Vote: 2-0 to approve the contract amendment

The Board reviewed and approved the purchase of voting equipment lockers from Dixie Sheet Metal in Falls Church, Va. The lockers will be delivered before October 2016.

Motion: Richmond. Second: Huss. Vote: 2-0 to approve the purchase

The Board set the date of Friday, Sept. 9, 2016, for a picnic honoring Election Officers. The picnic will be held at Lynn Park from noon to 2 p.m. The Board also approved the purchase of food.

Motion: Richmond. Second: Huss. Vote: 2-0 to set the Sept. 9, 2016 date for the picnic and to approve the purchase of food.

Based on traffic concerns at the American Legion location on Rixeyville Rd., the Board voted to move the Cardova Polling location to the Salem Fire Hall (13428 Scotts Mill Rd.) and recommended that the Board of Supervisors amend their ordinance to reflect that move.

Motion: Richmond. Second: Huss. Vote: 2-0 to recommend an ordinance change of the polling place location for the Cardova Precinct in the Catalpa Magisterial District.

The Board was also updated by staff on:

- State Training to be held June 28-30, 2016, in Richmond. Consensus is that new Board member will attend the training when seated.
- State reimbursement for March 2016 Presidential Primary Expenses – expected by June 30.
- Voting equipment inventory update – numbers in VERIS now reflect current inventory.
- State survey of ADA compliance for polling places – information request by ELECT.

Meeting adjourned at 10:45 a.m.

*approved 7/20/16
for Huss*

Commendation of Culpeper County's Election Officers

WHEREAS, Officers of Election are the gatekeepers of democracy, representing every facet of our community and providing a tangible link between the voting public and the election process; and

WHEREAS, Culpeper County's Officers of Election have developed many positive relationships and served well the voters and candidates of Culpeper County by staying abreast of changes to election laws and remaining committed to excellence and efficiency in the voting process; and

WHEREAS, because of their expertise and exemplary ability to make decisions based on the best interests of the voters, Culpeper County maintains an excellent reputation and commendable record; and

WHEREAS, Culpeper County's Election Officers will serve long hours to provide an invaluable service to the approximately 20,000 County residents expected to vote in the November 8, 2016, General Election;

NOW, THEREFORE, BE IT RESOLVED that the Culpeper County Board of Supervisors and Culpeper County Electoral Board hereby commend our Officers of Election as dedicated public servants and extends our grateful appreciation for their service to the voters of Culpeper County.

By:

Alexa V. Fritz, Chairman, Salem District
C. Jack Frazier, Vice Chairman, Cedar Mountain District
William C. Chase, Jr., Stevensburg District
Gary M. Deal, West Fairfax District
Sue D. Hansohn, Catalpa District
Brad C. Rosenberger, Jefferson District
Steven L. Walker, East Fairfax District

ATTEST:

John C. Egertson, Clerk of the Board

By:

Janet P. Huss, Chairman
James L. Holmes, Vice Chairman
Clive Richmond, Secretary

ATTEST:

Clive Richmond, Secretary

2016 Election Calendar

Sept. 9:	Deadline to receive ballot approval from ELECT
Week of Sept. 19:	Certify CAP equipment
Sept. 22:	Mail all Absentee Ballots requested by Sept. 21
Sept. 23:	CAP opens for In-Person absentee voting
Oct. 17:	Registration Deadline
Oct. 29:	Saturday In-Person absentee voting
Nov. 1:	Deadline to request an absentee ballot by mail
Nov. 5:	Last day (Saturday) for In-Person absentee voting
Week of Oct. 3:	Start Election Officer Training
Week of Oct. 24:	Certify precinct voting equipment
Nov. 7:	Voting equipment delivered to precincts
Nov. 8:	ELECTION DAY
Nov. 9:	Canvass
Nov. 11:	Veteran's Day (Deadline for PhotoID provisionals)

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Electoral Board Closed Session Certification

Date: July 20, 2016

CLOSED SESSION

GOING IN TIME: 11:00

1. Upon a motion made by Electoral Board Member Mr Holmes, seconded by Electoral Board Member Mr Richmond, and passed by a vote of Electoral Board, Electoral Board went into closed session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia to conduct the annual performance review of the General Registrar.

2. Upon a motion made by Electoral Board Member Mr Richmond, seconded by Electoral Board Member Mr Holmes, and passed by vote of the Electoral Board, Electoral Board reconvened in open session.

COMING OUT TIME: 12:15

CERTIFICATION

Upon a motion made by Electoral Board Member Mr Richmond, seconded by Electoral Board Member Mr Holmes, and passed upon affirmative roll call vote in open session, it was certified that (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the closed session or meeting by the Electoral Board.

ROLL CALL VOTE:

Chair [Signature]
Vice Chair [Signature] 7/20/2016
Secretary [Signature] 7/20/16

[Signature]
Chair signature

7/20/16
Date