



Jefferson County Canvassing Board

Brenda Huntingford, Auditor / Canvassing Board Chair
Greg Brotherton, County Legislative Authority Chair
James Kennedy, Prosecuting Attorney

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Canvassing Board Agenda / Meeting Jefferson County WA

Date & Time: August 15, 2023 / 1:00 pm
Location: Auditor’s Office, Jefferson County Courthouse
Purpose: Certify August 1, 2023 Primary Election
(10 days after Special & PP / 14 days after Primary / 21 days after General)

Canvassing Board Members for this election:

Brenda Huntingford, County Auditor
Greg Brotherton, County Legislative Authority Chair
Philip Hunsucker, Civil Deputy, County Prosecuting Attorney – designated by PA

Observers Present:

Meeting called to order at _____ by Quinn Grewell, Election Coordinator.

The Canvassing Board met August 14, 2023 at 12:30 pm to resolve challenged ballot issues in preparation for today’s certification. See page 4 & 5.

The Oath of Authenticity for the County Auditor, given by the County Legislative Authority, and signed by the Auditor, pursuant to RCW 29A.60.200. Witnessed and signed by the other two Canvassing Board Members.

Rules of Engagement:

Do not openly discuss or acknowledge identifying factors about the voter and/or ballot.

When working with the members to resolve challenged ballots remain fair and impartial.

Do not openly discuss outside of this meeting the names or any other personal information of the voters and/or ballots that have been or were challenged and/or rejected.

Open Public Comment:

Required Oaths:

- The Oath of Authenticity for the County Auditor, given by the County Legislative Authority, and signed by the Auditor, pursuant to RCW 29A.60.200. Witnessed and signed by the other two Canvassing Board Members.
- Delegation of Authority and Oaths for Canvassing Board Members or their designee: Given and retained for this election.
- Oaths for Personnel: Required for the Auditor's Staff involved in the signature verification process. Given and retained for this election.

Required Notices:

- Notice of Election: Published in the Port Townsend Leader in the July 12, 2023 issue. Also posted on the Elections web page.
- Notice of Availability of Services: Included in Notice of Election.
- Notice of Logic & Accuracy Test: Included in Notice of Election.
- Notice to Political Parties: Sent via email on May 30, 2023.

Logic & Accuracy Test:

- A TEST DECK of ballots and a pre-determined RESULTS MATRIX in excel was created. This is used to verify that the tabulation equipment accurately tabulates the votes cast as marked.
- The **In-House Unofficial test** was performed June 2, 2023.
- The **Official Accessible Voting Unit (AVU) test** was performed July 5, 2023.
- The **Official test** was performed July 6, 2023.

Ballot Count - Cumulative & Precinct Reports for the following counts:

- August 1, 2023 - Election Night count.
- August 3, 2023 - Additional ballots counted.
- August 15, 2023 - Final ballot count. Printout used for certification.

ExpressVote: (Accessible Voting Unit - AVU)

- The AVU is a tool – an “electronic pen” equipped with audio and visual technology – to assist voters who have a difficult time seeing and/or marking a ballot with a regular pen. It allows voters to vote a secret ballot independently.
- One machine was programmed and ready for use 20 days prior to the election.
- **Zero Voters** used it this election.

Logs:

- Seal Logs: Used to verify all election related materials remained under dual control at all times. (Ballot drop boxes and all storage locations)
- Duplicated Ballot Log: Verifies all original ballots duplicated are accounted for and secured with canvassing materials. A total of **0** ballots were duplicated.

Reconciliation:

- Data from VoteWA and Ballot Tabulator results entered into the reconciliation form provided by the OSOS showed no discrepancies.
- Elections Summary Report: The total number of ballots voted and tabulated is reported on this report. This report is generated in our (ERM) Election Reporting Module (ElectionWare).
 - o The total number of ballots tabulated on this report reconciled with the number of ballots accepted and given credit for in VoteWA.

- Precinct Table Report: Generated by our Election Reporting Module (ERM) from data uploaded from the ballot tabulator.
 - o The number of ballots returned by precinct match the number of ballots counted by precinct. Only one precinct participated in this election.

Challenged Ballots:

If applicable, challenge letters were sent to voter with instructions how to resolve the challenge.

Audits:

- **Manual Audit of the Ballot Tabulator**
 - o August 3, 2023 six groups of ballots were randomly chosen to audit, totaling 32 ballots. A ballot count report was generated prior to tabulating the additional ballots and another report was generated after tabulation.
 1. The audit was conducted by Quinn Grewell, Election Coordinator, and Sandi Eldridge, Voter Registration Coordinator. The ballots were audited for one issue on the ballot – Sequim School District No. 323 Director at Large No. 5
 2. Results of audit:
 - The hand count matched the tabulator count.
- **Audit of Duplicated Ballots**
 - o Zero (0) ballots were duplicated for this election.
- **Seal log Audit**
- **Election Audit Event Report**
 - o This audit event report lists all events, descriptions, timestamps, user ID, and modules for ballot adjudication. Two (2) Ballots were adjudicated for this election.

Re-checking ballot deposit sites and all storage areas per WAC 434-261-140

- Prior to certification, **ALL** ballot deposit sites, ballot storage, processing and tabulation areas were rechecked by staff to confirm that all returned ballots had been processed.
- On August 14, 2023, one day prior to certification, **ALL** possible areas where ballots could be were checked again for any unprocessed ballots.

Miscellaneous:

- Replacement ballots: **1** replacement ballot was issued.
- Ballots Deposited at Drop Sites: **12** (10%).

Preliminary Canvassing Board Meeting, August 14, 2023.

Purpose: To make determinations on ballots referred to them.

Meeting called to order at _____ by Quinn Grewell, Election Coordinator.

Canvassing Board Members present:

Brenda Huntingford, County Auditor

Greg Brotherton, County Legislative Authority Chair

Philip Hunsucker, Civil Deputy, County Prosecuting Attorney – designated by PA

Rules of Engagement:

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Observers present:

Summary of Ballots referred to the Canvassing Board on August 14, 2023:

(G-1) Post Marked Too Late	3
Miscellaneous (informational only)	1
No Signature	0
Questionable Signature	0
Total Ballots Referred to Canvassing Board:	4

Item #	Description	Accept	Reject	Refer to PAO (Y/N)

***An indication in red will be made if a voter resolves the challenge AFTER the canvassing board meeting but BEFORE the deadline of 4:30 pm 8/14/2023. These ballots, if any, will be processed and included in the final count.**

Open Public Comment:

Number of Challenged ballots **ACCEPTED** by the Canvassing Board on August 14, 2023, as noted above, to be processed and included in the final count: _____

Motion to **accept** _____ ballot and **reject** _____ ballots as noted above (includes _____ from:

Motion made by: _____ Motion second by: _____ All in favor: _____

All ballots referred to the Canvassing Board will be packed in the retention box.

Motion to adjourn:

Motion made by: _____ Motion second by: _____ All in favor: _____

Canvassing Board Meeting August 14, 2023 to resolve ballots submitted to them adjourned at: _____

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Total All Mail Ballot Voters eligible for this election: 415 (includes 0 ACP voters, 375 active voters and 40 inactive voters for this election).

Total All Mail Ballots Returned as valid and reconciled with credit for voting:

121 voters with credit for voting.

121 ballots counted.

Other Canvassing Items Include:

- All correspondence pertaining to this election.

Security:

All materials for canvassing this election, including all voted ballots, spoiled ballots and declaration envelopes, were secured with a numbered seal. They will remain in secure storage until the law allows them to be packed for retention (5 days after certification).

Recounts:

- As of today, the day of certification, a mandatory recount is not required.
- The last day to request, and pay for a recount, is August 17, 2023 (within 2 business days of certification). The board will be notified immediately if a recount is requested.

Canvass Materials:

- All canvassing materials for this election will be packed for retention and given to the records manager. Retention for this election is 60 days after date of certification.

Official returns will be sent to:

N/A

Certificate of Canvassing Board signed.

Open Public Comment:

These minutes shall be open to public inspection. RCW 42.32.030

Motion to accept minutes as written made by:

Motion second by: All in favor:

Motion to adjourn made by:

Motion second by: All in favor:

Meeting Adjourned at:

Dated at Port Townsend, Washington this 15th day of August 2023.

Brenda Huntingford, County Auditor

Greg Brotherton, County Legislative Authority Chair

Philip Hunsucker, Civil Deputy, County Prosecuting Attorney – designated by PA

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