

# Disability Advisory Committee Minutes

**12/12/2019**

MEMORANDUM FOR THE RECORD

The Disability Advisory Committee met at 9:00 am on December 12, 2019 at the Lewis County Historic Courthouse, Room 128. The Meeting Agenda is attached.

## Committee Attendees:

James (Jim) Casutt, Lewis County Resident  
Jack Harris, Lewis County Resident  
Larry Grove, Lewis County Auditor  
Tom Stanton, Chief Deputy Auditor  
Heather Boyer, Elections Supervisor  
Terry Jouper, Election Specialist  
Doug Carey, Lewis County Facilities Manager

## Committee Attendees Unable to Attend:

Lynn McCord, Work Opportunities Board Member  
Diana Haug, Toledo Senior Center Site Manager

## Welcome/Introductions:

The Auditor welcomed everyone.

## Previous/Recent Improvements

Larry spoke about all of the previous drop box installation that had been completed as requirement to legislation passed in 2017 requiring Lewis County to install 8 additional drop boxes, bringing our total to 14. Larry spoke about the upgrade of the ballot box located at the Twin Cities Senior Center. That was the first ballot box that was placed as an alternate drop box in 2010 by manufactured by another manufacturer than what we are currently using for the remainder of the boxes. The box was smaller and made of a less durable material than the current boxes. Doug explained there were also visibility issues to locate the box from the main road because of vegetation growth. Larry explained there were also issues with standing water at the base of box that required the pickup crew to stand in water to retrieve ballots from the box. The box has been relocated on the same property into a highly visible area with easier access. Larry commended Doug on the hard work of the Facilities Department crew on accessibility issues and the quick and efficient installation of the additional boxes. Lewis County is completely in compliance with the drop box legislation passed in 2017.

Larry spoke about the one-time statewide funding secured by Gov. Jay Inslee and Secretary of State Kim Wyman for ballot return postage in the 2018 Primary and General Elections. New legislation was passed for state funding ballot return postage of all elections beginning in 2019.

Heather spoke about the new tabulation system that was purchased to replace an end of life tabulation system in 2018. The Election Department has successfully administered five elections since the last meeting using the new tabulation system without error. The new system has efficiently resolved bottle-neck issues at the scanning and adjudication stations.

Larry spoke about the April 2019 implementation of the new statewide Election System Management Project now known as VoteWA. Terry explained how the old system worked individually within each county with each system reporting to the state site for nightly uploads. The new statewide system was crucial for real time management because of legislation passed this year for the future voter program (pre-registration of 16 & 17 year olds), automatic voter registration and same day registration deadlines.

#### Planned Improvements:

Larry informed the group of the purchase of a sorting and signature capture equipment for ballot return envelopes that will be installed next year. This will eliminate the manual process of signature verification and the handling of the envelope a minimum of three times prior to the ballot being processed. Tom gave the last known approximate timeline for delivery from the vendor as sometime in January or February of 2020.

Heather told the group that Lewis County Election Department is up for its 5-year state review in 2020 by OSOS. Where the state will review all documents, correspondence, retention, policies and procedures for state and federal compliance.

Doug gave an update about the ADA doors to the Historic Courthouse basement. There have been issues with them functioning properly. It was found that the batteries for the door openers were draining about every two days. At this point when maintenance unlocks the doors each morning they are replacing the batteries and propping the inner doors open. The Facilities Department applied for a historical building grant to have the doors and automatic openers completely replaced. The door replacement will be taking place in 2020.

#### Lewis County DAC Plan

An updated plan was reviewed and approved by the committee.

#### Good of the Order

Doug informed to the group that the capital plan will be updated for the county. During that process the capital facilities plan committee will be considering the possibility of eventually relocating the Chehalis Avenue drop box if the city approves a one way vacated street at that location.

Heather asked if there was anything to be done to resolve the lighting issue at the Pe Ell drop box. Larry informed the group that there is a motion-activated flood light that is burnt out along the side of the Pe Ell Fire Station where the box is located. There are currently discussions with the Fire Chief about the bulbs or the light fixture being replaced at the Auditor's expense for safety and accessibility.

Heather brought up an issue with a needle being on the ground near one of the drop boxes during a previous election and how that should be handled. Doug will get a needle dispensary box for the ballot pickup teams and conducting training on proper handling and disposal.

There being no further business, the meeting was then adjourned.

# 12/12/2019 Disability Advisory Committee Agenda

- Welcome/Introductions
- Previous Improvements/Changes:
  - Accessible, ballot drop boxes were installed in July 2017:
    - Mineral – Fire District #9 Station: 104 Front St W, Mineral
    - Mossyrock – Community Center: 219 E State St, Mossyrock
    - Napavine – Fire District #5 Station: Corner of 2<sup>nd</sup> & Jefferson St, Napavine
    - Onalaska – Onalaska School District Office: 540 Carlisle Ave, Onalaska
    - Pe Ell – Fire District #11 Station: 721 Main St, Pe Ell
    - Vader – Vader Public Works: St Hwy 506, between A & B Streets, Vader
  - Legislation passed in 2017 requiring Lewis County to install 8 additional drop boxes. The determination is there must be a ballot drop box in each city, each town and each Census Designated Place (CDP) with a post office.
  - One-time funding for statewide return postage in the 2018 Primary & General Election.
  - A new tabulation system was purchased & installed in April 2018. The August 7, 2018 Primary will be the first election using the new system.
- Recent Improvements/Changes:
  - Legislation passed funding statewide return postage for all elections.
  - Replaced and relocated aging drop box at the Twin Cities Senior Center with new Vote Armor drop box.
  - Update of Elections System Modernization Project. Washington State implemented one statewide voter registration system in April 2019. Two successful elections have been administered using the new system.
  - New Legislation passed this year:
    - Pre-registration of 16 & 17 year olds (134 future voters)
    - Automatic voter registration
    - Same day voter registration deadlines
- Planned Improvements/Changes:
  - A sorting and signature capture machine for ballot return envelopes was purchased and will be implemented early in 2020.
  - Lewis County Elections is up for a 5 year state review in 2020.
  - Historic Courthouse basement doors (ADA).
- Updating Annual Plan
- Good Of The Order