

MINUTES

City of Charlottesville Electoral Board Meeting of February 24, 2021

The meeting was called to order by the Chair at 6:05 p.m. on Wednesday, February 24 in the Charlottesville Circuit Courthouse, 315 E. High Street, Lower Courtroom. Those present were Electoral Board members Jon Bright (Chair), Anne Hemenway (Vice Chair), and Jim Nix (Secretary), Deputy Registrar and Election Manager Taylor Yowell and Clerk of the Charlottesville Circuit Court Llezelle Dugger.

On a motion by the Chair, seconded by the Secretary, the agenda was unanimously approved with no changes.

Public Comment

Ms. Sue Lewis, a representative of the Charlottesville League of Women Voters and Mr. James Moore representing the Charlottesville Republican Party were present as observers for this meeting but made no comment. Mr. Jeremy Johnson of the Charlottesville City Communications Department was also present to provide technical assistance with video of the meeting.

Risk Limiting Audit

The sole item on the agenda for this meeting was the conduct of a Risk Limiting Audit of the November 3, 2020 general election for President and U.S. Senate. This is a state-wide audit in which the Charlottesville component consisted of withdrawing and hand counting six ballots randomly selected by the firm Voting Works under contract to the Virginia Department of Elections.

In preparation for the audit, Ms. Dugger had moved the boxes of counted ballots from the November election from secure storage in the Courthouse to the Lower Court Room. After the meeting had been called to order by the Chair, Ms. Yowell reviewed the steps to follow in conducting the audit with the Chair and Vice Chair who would serve as the members of the audit board. The ballots from the November 2020 election had been placed into storage in 23 batches and the six randomly selected ballots were identified to be in four of these batches.

Each of the selected ballots was retrieved by the audit board opening the sealed box containing it and counting down to the designated ballot, which was then withdrawn, marked with a preprinted label, and replaced in the stack by a green place holder. The box was then resealed, and the selected ballot inserted in an envelope later to be hand counted. One of the designated ballots was number 1763 in a batch of approximately

3500 ballots. For retrieving that ballot an approved alternative was employed instead of actually counting such a large number of ballots. This method, referred to as a K-cut, is like the process of cutting a deck of cards. The stack of ballots was cut and restacked six times in proportions directed by a random number program on a cell phone. With this method the top ballot at the end of the process is designated as the selected ballot. The process of withdrawing the ballots selected for audit and resealing the storage boxes was completed in approximately one hour. The ballots were then hand counted using standard tally sheets and the results entered by the audit board members into the ARLO website to be merged with results from the other jurisdictions participating in this state-wide audit.

The meeting was adjourned at 7:30 p.m.

The next meeting will be held in the office of the Charlottesville General Registrar starting at 6:00 p.m. on Wednesday, March 3, 2021.

Respectfully submitted:

James Nix, Secretary

Jon Bright, Chair

Anne Hemenway, Vice Chair