

**City of Virginia Beach  
Electoral Board Meeting Minutes**

February 25-26, 2021

Office of the Clerk of the Circuit Court, Deeds Room, 2425 Nimmo Parkway, 23456

The Virginia Beach Electoral Board Meeting was called to order by Chair Jeff Marks at 9:04 AM, Thursday, February 25, 2021, with other Electoral Board members present Dave Belote, Vice Chair, and Lauralee Grim, Secretary. Also present were the Director of Voter Registration and Elections and staff noted below and the Clerk of the Courts and staff noted below. These minutes constitute the account of proceedings required by the Code of Virginia (COV) §24.2-107 and are prepared in accordance with Robert's Rules of Order 11<sup>th</sup> Edition.

There were two observers/representatives in attendance at the Electoral Board Meeting and the Risk Limiting Audit: Bill Curtis, Chair of the Republican of Virginia Beach, and Marvin Weniger.

The agenda was amended (Grim) to include approval of 2 sets of minutes and adopted. (Belote) The minutes from the October 16, 2020 meeting were approved and the minutes from the October 29, 2020 meeting were approved as modified with the deletion of the approval of the October 16, 2020 minutes. (Grim)

Chair Marks reminded the body that the purpose of this meeting was the conduct of the mandated statewide Risk Limiting Audit. The Board meeting was recessed at 9:06 AM. (Belote)

As the Risk-limiting audit announcement specified a start time of 10:00 AM on Thursday, February 25, Director of Elections Patterson began the meeting. She reviewed the statewide Risk-Limiting Audit process as authorized by COV§24.2-671.1 which was designed to show whether ballots were tabulated accurately. Chairman Marks explained this process to citizens as they arrived to observe. All Virginia localities must complete this process by the end of business Friday, February 26, 2021. Since this was a statewide risk-limiting audit, statewide races were identified for use during the process.

Prior to the beginning of the Risk Limiting Audit (RLA), the Director of Voter Registration and Election was required to submit the total number of boxes (226) and their individual weight of each box to the third-party vendor selected by the Virginia Department of Elections (ELECT) to coordinate the RLA process. Copies of the Virginia approved presidential write-in candidates were available, as was the Ballot Examples for Hand-Counting printed by ELECT. Virginia Beach was required to find 72 ballots from specified boxes and record the results on a tally sheet for the two statewide races. In lieu of finding the exact ballot, localities could use the K-cut method noted below.

Office of Voter Registration and Elections staff in attendance to assist with the overall audit process included: Christine Lewis, Cynthia Shortridge, Tracy Gibson, Laura Kane, Annick Koumal, and Christian Logan. The four Audit Board teams consisted of permanent and temporary staff members of the Office of Voter Registration and Elections.

Team 1: Tina White and Cliff Messman;  
Team 2: Jennifer Halpin and Earl Taylor;  
Team 3: Stephanie Wiggins and Steve Peppos; and,  
Team 4: Rodney Diaz and Maggie Slattery.

Director Patterson served as the Superintendent of the RLA. Electoral Board members made process decisions, answered questions, and would have made the decision if the teams could not determine for whom a vote had been cast.

Clerk of the Court Sinnen assigned the following staff members to control vault access to boxes containing ballots cast in the November 2020 election and to maintain ballot security as identified ballots were found and vote tally was recorded. Team members included Pam Walizer, Nancy White, Carol Butters, and Willie Balthrop.

Following the review of the process, the Clerk's staff and Voter Registration staff provided each team with the box that was to contain a specific ballot. The team found the ballot in question and placed a colored paper in its paper. The designated ballot was placed in a tray and tallied. A label indicating the box from which the ballot was taken was placed on the ballot pulled.

The teams took a lunch break and then returned to finding and recording a tally of selected ballots. The process was recessed at 4:15 PM by Superintendent Patterson. She announced that the process would begin again at 9:00 AM on Friday, February 26.

Director Patterson convened the teams at 9:15 AM on Friday, February 26 and the tally process continued. For the last two ballots from the same box that needed to be pulled, the K-cut method was used. A random percentage generator was used and 6 "deck cuts" are made based on the percentage obtained from the random generator. The ballot on top of the stack after the 6<sup>th</sup> cut became the random ballot that was to be used for the audit. This option was part of the process and available for use for all teams statewide. This option took less time and was truly random. There were comments about using this procedure in future risk-limiting audits.

Prior to entering the data into the third-party vendor data base, tally sheet data was compared to the actual ballot by Board members and Director Patterson. Audit Boards recorded a vote for all 72 ballots pulled.

At 11:50 AM, after all data entry had been made, the Clerk's staff verified the count of 72 ballots. These ballots were placed in an envelope, along with the tally sheets and chain of custody forms. Each Audit team signed a seal and placed on it on the envelope. Board members also signed and placed a seal on the envelope. This envelope was placed in the vault with the other November 2020 ballots.

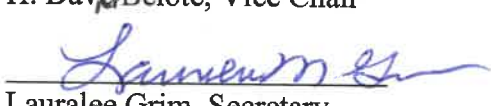
Director Paterson thanked all participants and observers. She informed the group that ELECT will be announcing the statewide results on Tuesday, March 2 at 11:00 AM. Director Patterson then adjourned the RLA meeting.

Vice Chair Belote reconvened the Electoral Board meeting at 12:02 PM. He thanked all for participating in the process. He reminded the body that the next Electoral Board meeting had been scheduled for March 25 at 1:00 PM.

Having completed its work, the board meeting was adjourned at 12:05 PM.

  
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Jeffrey Marks, Chair

  
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H. David Belote, Vice Chair

  
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Lauralee Grim, Secretary